



# CALIFORNIA COUNCIL OF TESTING AND INSPECTION AGENCIES

November 17, 2016  
Hilton Stockton  
2323 Grand Canal Blvd.  
Stockton, CA 95207

## Minutes - General Business Meeting

1. Call to Order – Tim Rodriguez
  - a. Time
    - *The meeting was called to order at 1:10 p.m. by President Tim Rodriguez.*
  - b. Self-introductions
    - *The following members were in attendance:*

<i>Jeffrey Cannon (Youngdahl Consulting Group)</i>	<i>Nark Hahle (Ninyo &amp; Moore)</i>
<i>Tim Casey (Construction Testing Services)</i>	<i>Finnegan Mwape (Structure Groups)</i>
<i>Cliff Craig (Retired)</i>	<i>Tim Rodriguez (BSK Associates)</i>
<i>Miki Craig (CCTIA)</i>	<i>Colin Stock (Testing Engineers, Inc.)</i>
<i>Tom Fourre (Cemex/NCAWNV Chapter ACI)</i>	
2. Approval of Minutes
  - a. August 25, 2016
    - *The minutes were approved as submitted.*
3. Financial Report
  - a. Income Statement (*handout*)
    - *Executive Secretary Miki Craig provided a copy of the Income Statement through October 31, 2016, evidencing receipts totaling \$14,950.00 and expenses of \$14,769.17, leaving net reserves of \$180.83.*
  - b. Balance of Account
    - *The balance in the checking account at October 31<sup>st</sup> was \$11,293.98.*
4. Committee Reports
  - a. ASTM – Jeffrey Cannon
    - *No report*
  - b. SEAONC CQA – Terry Egland
    - *No report*
  - c. FAQs – Colin Stock
    - *No report*
  - d. NCAWNV ACI Certification – Tim Casey/Cliff Craig
    - *Secretary/Treasurer Tim Casey noted he had invited Mr. Tom Fourre (Cemex) to today's meeting. Mr. Fourre is the Certification Committee Co-Chair (senior) for the Northern California & Western Nevada Chapter, American Concrete Institute. Executive Secretary Craig made the introduction and yielded the floor to Mr. Fourre.*
    - *Mr. Fourre reported ACI will be presenting its third pilot program for the Adhesive Anchor Inspector certification in the Bay Area next month. Candidates will be selected from local special inspection agencies, and free to the attendees. The pilot program is primarily intended to evaluate content and presentation before taking it live. When asked, he noted the program did include a demonstration, but did not know if it included a practical exam segment. The certification will include a written exam component.*
  - e. Caltrans JTCP Work Group – Jim Auser
    - *Executive Secretary Craig reported the ACI Field Tech – Grade 1 program negotiations between NCAWNV Chapter, Caltrans, and CSULB are nearing completion. Member Finn Mwape reported he attended a CalAPA program at which a CSULB professor presented. The professor noted the Caltrans JTCTP program components through CSULB would be much like the 40-hour CalOSHA training class, and very expensive –*



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possibly as much as \$2,000 per person. Member Mwape remarked it was all still very unclear what Caltrans' intent was for industry personnel.

- f. DSA – Augie Smarkel
  - Director Jeffry Cannon provided a follow-up to the August 2016 meeting discussion regarding incongruities in the wording of DSA's IR-17 pertaining to unidentified rebar. He has spoken with Mr. Eric France about the Council's concerns, and proposed some new wording to revise the document. He was encouraged that Mr. France will get the IR fixed, and unidentified rebar would truly be unidentified.
- g. Membership – Jim Backman/Elizabeth Clarke
  - No report
- h. Communications – Tim Rodriguez
  - President Rodriguez noted he had received several comments regarding problems with registration on the website. The problem has been repaired, and the site is working better now.
- i. Professional Development – Elizabeth Clarke
  - No report
- j. Programs – Elizabeth Clarke
  - No report

### 5. Old Business

- a. DSA's Response to CCTIA's FOIA Request (*handouts*)
  - At the request of the Council membership, Executive Secretary Craig reported she had submitted a Freedom of Information Act request to DSA for documentation supporting the newly increased LEA fees, as well as the legal authority used to justify applying the fees to the testing and inspection agencies. The response was provided on a CD, which contained some spreadsheets and select excerpts from the 2013 CBC. No additional explanation was offered.
- b. Cliff Craig's Retirement
  - President Rodriguez announced the CCTIA Executive Board had granted honorary membership to long-time member and organizer, Cliff Craig, upon his retirement.
- c. 2017 Annual Business Meeting
  - The CCTIA Board opted to forego the traditional multi-day program for 2017. In lieu, a short annual meeting and installation of officers and directors will be held on Friday, January 20<sup>th</sup>, from 6:30 pm to 9:30 pm. Executive Secretary Craig will check on the availability of McNamara's Steak & Chop House to host the event, and the cost for members and their guests will be reduced to \$75 per person.
- d. Mortar/Grout Testing Comparison Study (*handout*)
  - Director Jeffry Cannon provided initial results as a follow-up to his discussion in August regarding his firm's comparison study. As background, his employer had been awarded a project with significant masonry construction, allowing for qualification of alternate compression test sampling forms. ASTM standards allow for other forming methods (cardboard boxes, block molds) when approved by the owner and require comparison testing. Due to the size of this project, he was able to conduct the comparison testing utilizing cardboard boxes, two sizes of pinwheels, and CMU molds with three cells. Interestingly, the smaller pinwheel samples were significantly stronger than the larger, but both were stronger than the other two sample-forming methods. The study also followed two different supplier's mixes from multiple projects made by multiple technicians, whereas the same technician provided all sampling for the qualifying project. Director Cannon noted there was no special initial curing, which was consistent throughout the project.



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### 6. New Business

#### a. Nominations for 2017 Officers and Directors

- *President Rodriguez noted the Executive Board was currently accepting nominations for the 2017 Officers and Directors. Interested members should contact him as soon as possible. Ballots will be mailed early in December, and results announced at the December 15<sup>th</sup> meeting.*

#### b. 2017 Membership Dues

- *The Executive Board has approved setting the 2017 annual dues at \$650 per firm, and maintaining the \$250.00 initiation fee, to be paid in advance with application. The fee would be fully refundable if the applicant firm was not perfected.*

### 7. Adjournment

#### a. Time

- *There being no further business, the meeting was adjourned at 2:14 p.m. by President Tim Rodriguez.*

#### b. Next meeting

- *The next meeting will be December 15, 2016, 3:00 pm, at the Four Points by Sheraton in Pleasanton.*

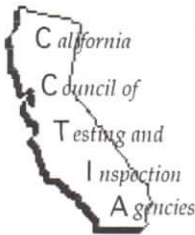
Respectfully submitted,  
Miki Craig  
Executive Secretary



CCTIA  
Operating Statement

	<b>2016</b>	
	<b><u>Actual</u></b>	<b><u>Budget</u></b>
	<b><u>YTD 10/31/16</u></b>	<b><u>YE 12/31/16</u></b>
<b><i>Revenues</i></b>		
Dues & Initiation Revenues	\$13,000.00	\$13,650
ABM Registrations	1,950.00	900
ABM Sponsorships		500
General Meeting Guest Registrations		
Education Programs		
<i>Total Revenues</i>	<i>14,950.00</i>	<i>15,050</i>
<b><i>Expenses</i></b>		
Education Programs		
Executive Secretary Services		500
Hemsley Award Expenses		200
ABM Expenses	7,711.86	9,500
General Meetings	6,906.78	10,000
Newsletter		
Office Supplies		100
Postage	11.78	50
S I Guidelines		
Stationary & Printing	69.00	
Taxes & Licenses	20.00	20
Website	49.75	120
<i>Total Expenses</i>	<i>14,769.17</i>	<i>20,490</i>
<b><i>Net Reserves/(Losses)</i></b>	<b><i>\$180.83</i></b>	<b><i>(\$5,440)</i></b>

Year-to-Date as of  
October 31, 2016



# CALIFORNIA COUNCIL OF TESTING AND INSPECTION AGENCIES

**Mailing Address:**

c/o Michelle Craig, CCTIA Executive Secretary  
3001 Golden Rain Road #2  
Walnut Creek, California 94595

October 6, 2016

**President**

Tim Rodriguez  
BSK Associates  
Livermore

**Vice President**

Mark Hahle  
Ninyo & Moore  
San Jose

**Secretary/Treasurer**

Tim Casey  
Construction Testing  
Services  
Pleasanton

**Executive Secretary**

Michelle (Miki) Craig  
3001 Golden Rain Road #2  
Walnut Creek, CA 94595  
925.200.6072  
info@cctia.org

**Directors**

Ross Esfandiari  
Immediate Past President  
RES Engineers, Inc.  
San Francisco

Jim Backman  
Consolidated Engineering  
Labs  
San Ramon

Elizabeth Clarke  
Structure Groups  
Livermore

Terry Egland  
Testing Engineers, Inc.  
San Leandro

Colin Stock  
Terracon Consultants, Inc.  
Concord

DGS Public Records Review Officers  
Division of the State Architect  
1102 "Q" Street, Suite 5100  
Sacramento, CA 95811

Attn: Melissa Nevis  
Richard Martinez

RE: DSA's Laboratory Evaluation & Accreditation Program

Dear Ms. Nevis and Mr. Martinez,

Under the California Public Records Act § 6250 et seq., we are requesting an opportunity to inspect or obtain copies of public records that substantiate authority for the Division of the State Architect to establish fees for the above-referenced program, as well as the documentation supporting the LEA program fee increase established in the latter half of 2015 and currently in effect.

If there are any fees for searching or copying these records, please inform us if the cost will exceed \$50.00. However, if fees are required, we would also like to request a waiver of such fees in that the disclosure of the requested information is in the public interest and will contribute significantly to the industry's understanding of the application of the program. The California Council of Testing and Inspection Agencies (CCTIA) is a non-profit corporation, dedicated to fostering, promoting, and encouraging by means of education, the practice and profession of engineering testing and inspection services. This information is not being sought for commercial purposes.

The California Public Records Act requires a response within ten business days. If access to the records we are requesting will take longer, please contact us with information about when we might expect copies or the ability to inspect the requested records.

Thank you for considering our request.

Sincerely,

California Council of Testing and Inspection Agencies  
Michelle K. Craig  
Executive Secretary

Salary & Benefits

Annual Salary (Midstep) 1.5					
PY		Raise in July	Total Salary	Benefits	Total Salary plus Benefits
\$	100,962.00	\$ 3,331.75	\$ 104,293.75	\$ 52,146.87	\$ 156,440.62
\$	50,481.00	\$ 1,665.87	\$ 52,146.87	\$ 26,073.44	\$ 78,220.31
\$	234,660.93	\$ 234,660.93		\$	<b>234,660.93</b>
DGS Overhead from position calculator					
\$	35,000.00	\$ 37,500.00			
<b>\$</b>	<b>269,660.93</b>	<b>\$ 272,160.93</b>			

Annual Salary (Midstep) 2(PY)					
		Raise in July	Total Salary	Benefits	Total Salary plus Benefits
		<b>0.033</b>		<b>0.5</b>	
\$	100,962.00	\$ 3,331.75	\$ 104,293.75	\$ 52,146.87	\$ 156,440.62
\$	100,962.00	\$ 3,331.75	\$ 104,293.75	\$ 52,146.87	\$ 156,440.62
\$	312,881.24			\$	<b>312,881.24</b>
\$	50,000.00	Projected DGS Overhead			
<b>\$</b>	<b>362,881.24</b>				

Eric France  
Kent Brandon

Annual Salary ( Top Step)1.5					
PY		Raise in July	Total Salary	Benefits	Total Salary plus Benefits
\$	112,260.00	\$ 3,704.58	\$ 115,964.58	\$ 57,982.29	\$ 173,946.87
\$	56,130.00	\$ 1,852.29	\$ 57,982.29	\$ 28,991.15	\$ 86,973.44
\$	260,920.31			\$	<b>260,920.31</b>
\$	35,000.00				
<b>\$</b>	<b>295,920.31</b>				

Annual Salary (Top Step) 2					
PY		Raise in July	Total Salary	Benefits	Total Salary plus Benefits
\$	112,260.00	\$ 3,704.58	\$ 115,964.58	\$ 57,982.29	\$ 173,946.87
\$	112,260.00	\$ 3,704.58	\$ 115,964.58	\$ 57,982.29	\$ 173,946.87

\$ 347,893.74

\$ 347,893.74  
\$ 50,000.00  
\$ 397,893.74

	1.5PY	2PY
Midstep	\$ 269,660.93	\$ 362,881.24
Topstep	\$ 295,920.31	\$ 397,893.74

(divided 50,000 by 2)  
\$ 25,000.00

	OPTION 1	OPTION 2	
Salary + Benefits + Raise in July	\$ 312,881.24	\$ 312,881.24	
DGS Overhead(including expenses)	\$ 50,000.00	\$ 40,242.00	(BCP Position Calculator) \$ 45,121.00
Total Expenses total for both Eric and Kent	\$ 362,881.24	\$ 353,123.24	
	\$ 104,293.75		
	\$ 2,607.34		assume 2.5% increase effective July 2016
	\$ 106,901.09		
	\$ 53,450.54		
	\$ 160,351.63		
	\$ 320,703.27	\$ 320,703.27	
	\$ 50,000.00	\$ 40,242.00	
	\$ 370,703.27	\$ 360,945.27	
	OPTION 1	OPTION 2	

(added 10,000 on top of it) (Project DGS Overhead for 1.5 PY's)  
\$ 10,000.00 \$ 35,000.00



New		Applicants/Renewals		Laboratory Location		Changes		Changes in:		Services, Key Personnel, Laboratory		Name	
\$	72,000.00	\$	96,000.00	\$	104,000.00	\$	78,000.00	\$	88,000.00	\$	2,000.00	\$	5,000.00
\$	5,000.00	\$	8,000.00	\$	3,000.00	\$	5,000.00	\$	2,000.00	\$	5,000.00	\$	5,000.00
\$	6,250.00	\$	7,000.00	\$	4,000.00	\$	9,500.00	\$	8,250.00	\$	6,250.00	\$	6,250.00
Total Revenue													
\$	83,250.00	\$	111,000.00	\$	111,000.00	\$	92,500.00	\$	98,250.00	Year to date up to May 2015			
Expenditures													
Personal Services-Salaries + Benefits		\$	135,488.00	\$	144,661.00	\$	145,929.00	\$	250,794.00	\$	244,558.39		
Operating Expense		\$	4,246.00	\$	11,361.00	\$	11,601.00	\$	19,428.00	\$	8,160.68		
Total Personal Services + Operating Expense		\$	139,734.00	\$	156,022.00	\$	157,530.00	\$	270,222.00	\$	252,719.07		
OSA Overhead **		\$	12,929.00	\$	8,832.00	\$	10,986.00	\$	13,179.00	\$	11,526.00		
Total Expenses		\$	152,663.00	\$	164,854.00	\$	168,516.00	\$	283,401.00	\$	264,245.07		
Revenue-Expenses		\$	(69,413.00)	\$	(53,854.00)	\$	(57,516.00)	\$	(190,901.00)	\$	(165,995.07)		

\* Sources-  
Income and Expense Statement from FY 2010-11 through FY 14/15 (Up to May 2015)  
(For expenditures and Overhead Cost)  
Monthly Budget Report (Expenses)  
Income and Expense Data by Month  
(for Revenue)  
Report of Collection  
(for Revenue)  
\*\* Does Not include DGS Overhead



DIVISION OF THE STATE ARCHITECT

## LAB FEES - CURRENT

4 Year Renewal Cycle

CURRENT LAB FEES	
New Applicant/Renewal	\$ 2,000.00
Location Change	\$ 1,000.00
Change in Services, Key Personnel, Laboratory Name	\$ 250.00
Engineering Manager Change	\$ -

as of June 11, 2015

FY 2011-12 to FY 2014-15

	2011-12	2012-13	2013-14	2014-15
	# Processed	# Processed	# Processed	# Processed
	Revenue	Revenue	Revenue	Revenue
New Applicant/Renewals	48	52	38	44
Laboratory Location Change	8	3	5	2
Change in Services, Key Personnel, Laboratory Name	28	16	38	33
<b>Total</b>	<b>\$ 111,000.00</b>	<b>\$ 111,000.00</b>	<b>\$ 90,800.00</b>	<b>\$ 98,250.00</b>

\*From Report of Collections

## LAB FEES - PROPOSED ESTIMATED POTENTIAL REVENUE

4 Year Full Evaluation

PROPOSED LAB FEES	
Full Evaluation	\$ 8,000.00
Location Change	\$ 2,000.00
Engineering Manager Change	\$ 1,000.00
Change in Services, Key Personnel, Laboratory Name	\$ 500.00

FY 2015-16 to FY 2018-19

	2015-16	2016-17	2017-18	2018-19
	# Processed	# Processed	# Processed	# Processed
	Revenue	Revenue	Revenue	Revenue
New Applicant/Renewals	54	51	34	31
Laboratory Location Change	8	3	5	2
Change in Services, Key Personnel, Laboratory Name	20	10	27	20
Engineering Manager Change***	8	6	10	13
<b>Total</b>	<b>\$ 472,000.00</b>	<b>\$ 427,000.00</b>	<b>\$ 314,000.00</b>	<b>\$ 276,000.00</b>

\*New applicant, Renewal, Re-Evaluation

\*\*\*Based on approximate per year

# Processed	AVERAGE Revenue
46	\$ 92,000.00
4	\$ 4,000.00
29	\$ 7,250.00
	<b>\$ 103,250.00</b>

# Processed	AVERAGE Revenue
43	\$ 340,000.00
5	\$ 9,000.00
20	\$ 20,000.00
8	\$ 4,000.00
	<b>\$ 373,000.00</b>

Reduction %	20%
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\$ 361,583.33

39 sept to June expires  
16 July to sept expires 2016-17 pulled forward one quarter  
54

**B. Special inspector verified report.** Each special inspector who contracts individually and directly with the school board, shall complete a verified report, as required by Section 4-336, and submit it to DSA, the design professional(s), the school board, and project inspector. Such report shall be furnished within 14 days of the conclusion of work requiring special inspection, whenever required by DSA, or any time that work on the project is suspended, or services of the special inspector are terminated. The report shall cover the special inspection work completed at that time.

The verified report shall indicate that all special inspections were made as required by the approved plans and specifications, and shall list any noncompliant work that has not been resolved by the date of the verified report. Any required special inspections that were not conducted by the special inspector shall be listed on the verified report, with an explanation.

**Authority:** Education Code Sections 17310 and 81142.

**Reference:** Education Code Sections 17309 and 81141.

#### **HISTORY:**

1. (OSA/SS 1/92) Regular order by the Office of the State Architect/Structural Safety Section to amend Section 4-335, Part 1, Title 24, C.C.R. Filed with the Secretary of State on December 15, 1992; effective July 1, 1993. Approved by the California Building Standards Commission on December 9, 1992.

#### **4-335.1. DSA Laboratory Evaluation and Acceptance program.**

(a) **General.** Laboratories conducting any special inspection, testing, or obtaining, handling, preparing, protecting, transporting or storing of samples must be accepted by the DSA Laboratory Evaluation and Acceptance (LEA) program. A laboratory may apply for DSA acceptance by submitting an application on a form prescribed by DSA, along with supporting documentation, to DSA. Upon receipt of a valid application, DSA shall evaluate the laboratory to verify that requirements of these regulations are met and that engineering managerial and supervisory staff are familiar with Title 24, C.C.R. requirements pertinent to materials testing and special inspection.

A letter of acceptance by DSA shall be issued to the laboratory and shall state that the laboratory has demonstrated that it has met the criteria established by DSA for performance of material testing and special inspection of work under DSA jurisdiction. A list of accepted LEA laboratories showing the types of tests and inspections for which they have been approved shall be posted on the DSA website.

(b) To qualify for acceptance, a laboratory shall comply with the following requirements:

1. **Qualification criteria:** The laboratory shall obtain and maintain accreditation for ASTM E329-11: *Standard Specification for Agencies Engaged in Construction Inspection, Testing, or Special Inspection*, through required evaluation and accreditation as described below.

Other nationally recognized evaluation services or accreditation bodies, equivalent to those indicated below, may be accepted by DSA with prior approval.

A. The laboratory shall receive on-site assessments and quality system evaluations by the American Association of State Highway and Transportation Officials (AASHTO) Materials Reference Laboratory (AMRL) or the Cement and Concrete Reference Laboratory (CCRL).

B. The laboratory shall maintain accreditation from the AASHTO Accreditation Program (AAP).

In addition, the laboratory must maintain accreditation for the following standards, as applicable: ASTM C1077 (Aggregate), ASTM C1077 (Concrete), ASTM C1093 (Masonry) and ASTM D3740 (Soil).

The laboratory shall maintain participation in applicable AMRL and CCRL proficiency sample programs.

The laboratory must authorize the release of accreditation, assessment, and proficiency sample testing information to DSA.

2. **Laboratory structure:** The laboratory shall have a full-time engineering manager who is a State of California registered civil engineer. The engineering manager shall possess a minimum of 5 years of relevant experience in the inspection and testing industry and hold a management position in the company. All testing and special inspection services shall be performed under his or her general supervision. The engineering manager shall be responsible for ensuring that all technicians and special inspectors employed by the laboratory are appropriately trained, qualified, and certified in their area of expertise. The engineering manager may not be employed by any other laboratory that provides special inspection or testing services. Administration and business practices of the laboratory shall comply with all relevant California State and Federal laws.

3. **Supervision:** Supervision by the engineering manager shall include but is not limited to the following tasks:

A. Providing oversight and responsible control of all field and laboratory testing services, special inspection services and associated report documents.

B. Verifying that technicians and special inspectors meet all employment requirements and possess the training, education and/or certifications necessary to perform the duties assigned.

C. Verifying that qualified technicians and special inspectors conduct the required laboratory and field-related services in strict accordance with DSA approved documents and applicable standards.

D. On-site monitoring of the special inspection activities to assure that the qualified special inspector is performing his or her duties as required. Fre-



quency of the visits shall be determined by the engineering manager, who shall consider the size and complexity of the school project.

E. Verifying that special inspectors properly document their activities, and that reports and logs are prepared and distributed in accordance with these regulations.

4. **Limitation of duties:** LEA laboratory activities are specifically limited to those tests/special inspections for which the laboratory has been approved and for which it has satisfied the requirements set forth in these regulations. No laboratory shall conduct any test or special inspections for which the laboratory is not qualified or approved by DSA to perform. The laboratory of record may subcontract tests/special inspections for which it is not approved to another LEA accepted laboratory possessing that approval.
5. **Equipment and tools.** A DSA accepted laboratory shall have adequate facilities, equipment, personnel expertise and technical references to permit the performance of testing and special inspections in compliance with applicable national standards and regulations. The laboratory shall possess and maintain all tools and equipment required to perform the specific tests and special inspections for which it is approved. Such tools and equipment shall be maintained and calibrated periodically in accordance with applicable nationally accepted standards.
6. **Documentation.** A laboratory shall maintain records of all tests and special inspections on a job-by-job basis for at least six (6) years, and shall make such records available to the school board, design professional in responsible charge, and DSA upon request. Such records shall include all laboratory test reports, special inspection reports, noted deficiencies and dates of resolution of such deficiencies, verified reports, photographs, and such other information as may be appropriate to establish the sufficiency of the testing/special inspection program.

The laboratory's engineering manager shall review test and special inspection reports and progress reports for conformance of inspected work with the approved plans, specifications and workmanship provisions of the California Building Code (CBC) and referenced standards. Such supervision and control shall be evidenced by the engineering manager's signature and seal on the verified reports required by these regulations.

7. **Obligation to avoid conflict of interest.** Laboratories shall not engage in any activities that may conflict with their objective judgment and integrity, including but not limited to having a financial and/or other interest in the construction, installation, manufacture or maintenance of structures or components that they inspect, test, verify, or certify.
8. **Evaluations.** The qualifications and capabilities of testing laboratories statewide are subject to evaluation by DSA LEA program personnel. Evaluations occur upon application for acceptance, application for renewal, the addition of services or a change in responsible engineer-

ing manager. Evaluations may include but are not limited to a review of the application submittal, consultation with the engineering manager as well as an on-site examination/evaluation of the quality system, equipment, personnel and records.

9. **Audits.** The operations of a DSA accepted laboratory may be subject to audit by DSA. Audits may occur upon receipt of complaints or evidence of failure by the laboratory to meet the requirements of these regulations. Audits may include but are not limited to the following: review of LEA program records, project specific records, on-site examination of equipment, and records of special inspection and testing services. An audit may result in a requirement that the laboratory be re-evaluated.
10. **Obligation to cooperate with inquiries.** All accepted laboratories shall cooperate in any investigation by DSA into the activities at any school project site or fabricating/manufacturing facility for which they have provided special inspection and/or testing services and shall provide prompt, accurate and complete responses to reasonable inquiries by DSA and other appropriate individuals or agencies.

(c) **Duration of LEA laboratory acceptance.** Acceptance will remain valid for a period of four years unless approval is withdrawn for failure to comply with the requirements of these regulations. Examples of such failure include, but are not limited to:

1. Making changes in engineering management, supervisory personnel, laboratory location, major equipment, or other key factors without prior notification to the DSA LEA program.
2. Failing to have the laboratory facility evaluated and accredited as outlined in Section 335(b)1, as applicable to services offered.
3. Reporting that materials and/or workmanship meet the requirements of DSA approved documents when they do not.
4. Failing to sample, handle and/or test materials as required by the approved documents, code and referenced standards.
5. Utilizing technicians or special inspectors that do not meet the qualification and/or certification requirements.
6. Failing to adequately supervise technicians and/or special inspectors.
7. Failing to comply with any of the other requirements of these regulations or the DSA approved documents for a project.

(d) **Fees for testing laboratory evaluation.** DSA may charge a fee to cover the costs of evaluating and re-evaluating the laboratory. DSA reserves the right to visit, audit and observe the laboratories.

**Authority:** Education Code Sections 17310 and 81142.

**Reference:** Education Code Sections 17309 and 81141.