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CONSTRUCTION MATERIALS TESTING LABORATORY WORK	Effective Date September 28, 2018		

1. PURPOSE

- 1.1. The purpose of this administrative regulation is to identify testing services and procedures to request work from either the City's Materials Testing Laboratory (*Lab*) of the Public Works Department, Engineering and Capital Projects Branch or by a private testing laboratories.

2. SCOPE

- 2.1. This procedure applies to all departments of the City of San Diego which may perform work, or have work performed in the public right-of-way.

3. DEFINITIONS

- 3.1. Project Manager (PM) - The engineer or staff assigned by the City to manage the design of a capital improvement or maintenance project.
- 3.2. Resident Engineer (RE) - The engineer assigned by the City to manage and oversee the project construction.
- 3.3. Design Engineer (DE) - The engineer assigned by the City, or consultant engineer selected by the City to design the project.
- 3.4. Lab – The City of San Diego's materials testing facility located at 9491 Aero Drive, San Diego, Ca 92123. The *Lab* is responsible for performing Quality Assurance (QA) sampling and testing during production, manufacturing and installation of products and materials used in the construction of public works projects.

4. POLICY

4.1. General

- 4.1.1. The *Lab* performs tests on materials identified in construction documents in order to confirm compliance with the contract's specified performance standards.

(Supersedes Administrative Regulation 25.50, Issue 2, effective March 1, 1993)

Authorized

(Signature on File)

CHIEF OPERATING OFFICER

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- 4.1.2. The *Lab* will perform the following activities
- a. Test for quality assurance as required in construction documents consistent with the *Lab* Manual of Practices for Quality Assurance Program. This service will include proper reporting and documentation.
 - b. Train City staff on necessary testing procedures, material properties, and proper interpretation of test results.
 - c. Provide advice to *PMs* and *DEs* in the preparation of construction documents when private laboratories are performing materials sampling and testing.
 - d. Perform testing services for other public agencies when directed by the City Engineer in emergency situations.
- 4.1.1. The *Lab* will not perform the following services, which will be referred to private testing laboratories:
- a. Soil reports, investigations, explorations, and foundation design;
 - b. Special geotechnical forensic work and research projects;
 - c. Specialized testing requested by the City Engineer not generally performed by the *Lab*; or new specialized testing required to establish criteria on newly proposed methods and materials;
 - d. Testing services on standardized materials and methods necessary to supplement services performed by the *lab* during periods of high demand.
- 4.1.2. City department procedure:
- a. At the beginning of each project, the *PM* determines what testing will be needed. For projects requiring street excavation, the *PM* will transmit to the *Lab* a request for exploratory coring to determine existing pavement thickness.
 - b. For standardized testing typically outlined as material physical properties in the contract documents, the *PM* transmits a request to the *Lab* for a cost estimate of laboratory services based on project scope and bid items.
 - c. For non-routine testing which will require equipment or expertise beyond the capabilities of the *Lab*, the *PM* must list in the request the type, frequency, and when to perform testing.
 - d. The *PM*, in coordination with the *DE*, determines when materials sampling and testing work is to be performed by a private testing laboratory.
 - e. The *PM* identifies the source and method of funding for either City or private laboratory testing.
 - f. The *RE* coordinates with the contractor to ensure that all required testing is performed on time and complies with requirements of all related construction documents.
 - g. The *RE* requests final reports of testing and ensures applicable testing requirements are met.
 - h. For construction work performed by City forces, the department should submit a report to the *Lab* the day before services are needed. In emergencies, a

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request may be submitted the same day. The *Lab* will maintain a list of on-call staff with contact information for Public Works Dispatch (formerly known as Station 38) for after-hours work requests.

5. RESPONSIBILITY

- 5.1. The *DE* of record is responsible for distinguishing between routine and non-routine testing requirements. Routine testing and procedures listed in the *Lab* Estimate of Services Worksheet (attached).
- 5.2. The *PM* will contact *Lab* staff to discuss current workload and determine if proposed work and required testing can be accommodated within *Lab*'s current capacity or if a private testing laboratory is needed.
- 5.3. The *DE* will identify any specialty testing requirements for which a private testing laboratory may be needed.

APPENDIX

Legal References

N/A

Forms

Lab Estimate of Services Checklist

Lab Manual of Practices for Quality Assurance Program

Subject Index

Construction Material Testing

Administering Department

Public Works