

DEPARTMENT OF PUBLIC WORKS  
BUREAU OF CONTRACT ADMINISTRATION  
**MATERIALS CONTROL GROUP**

Victor Karayan, Supervisor

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Revision: November 2019

**DEPARTMENT OF PUBLIC WORKS  
BUREAU OF CONTRACT ADMINISTRATION  
MATERIALS CONTROL GROUP**

**A. INTRODUCTION**

1. The Inspector of Public Works, through the Bureau of Contract Administration’s Materials Control Group, has sole jurisdiction and responsibility for shop and batch plant inspection and/or material sampling and testing hereinafter collectively referred to as Shop Inspection. Shop Inspection cannot be approved, waived, or otherwise altered by any other City Department, Bureau, Division, or individual.
2. Shop Inspection is required on all materials and/or equipment so designated on the Contractor’s approved shop drawings or contract documents. The contractor is responsible for contacting the Bureau of Contract Administration regarding scheduling of all Shop Inspection.
  - i. For Shop Inspection within a 30-mile radius of the City of Los Angeles, please refer to Section B.
  - ii. For Shop Inspection outside a 30-mile radius of the City of Los Angeles, the Contractor, at his own expense, shall engage an approved Third Party Inspection company. Please refer to Section D.
  - iii. In the event the City elects to perform Shop Inspection outside a 30-mile radius of the City of Los Angeles with Materials Control personnel, the Contractor shall notify the Materials Control Group at least two weeks before inspection to allow for arrangements to be made.
3. No Shop Inspection will be provided at the job site for material and/or equipment required to have prior Shop Inspection, HOWEVER, if, in the opinion of the Bureau of Contract Administration’s Materials Control Group, inspection/testing/sampling of an item or items stamped “Shop Inspection Required” can be done onsite, written verification of such waiver is required.
4. Payment will not be made for any material, and/or equipment delivered to the job site for which prior Shop Inspection was required and none was provided.
5. All deliveries of shop inspected fabricated items must have the following documentation:
  - a. Original “Yellow Shop Inspection Tag.” or Third Party Inspector’s equivalent
  - b. Copy of the bill of lading and/or delivery receipt for material and/or equipment shipped under the “Yellow Tag.”

**Note:** Some items that have been Shop Inspected will have the approved L.A. City stamp on them in lieu of “Yellow Tag”.

If you have any questions please call the Materials Control Supervisor Victor Karayan, or his authorized representative, at (213) 847-2442.

## **B. INSPECTION REQUESTS (within 30 Miles)**

### **SHOP FABRICATION INSPECTION REQUESTS**

All requests for shop inspection by the fabricator shall be made through the Bureau of Contract Administration Dispatcher's Desk before noon of the working day prior to the requested inspection:

**Dispatch – (213) 485-5080**

Requesters shall be prepared to provide the following information:

- **City Job Title**
- **City Job Work Order number**
- **Job submittal number**
- **Address of the inspection site**
- **Phone number at the inspection site**
- **Name of contact person**
- **Item(s) to be inspected**
- **Date and time of the requested inspection**

### **CONCRETE & ASPHALT PLANT INSPECTION REQUESTS**

All requests for concrete or asphalt plant inspection shall be made through the Bureau of Contract Administration Dispatcher's Desk before noon of the working day prior to the requested inspection:

**Dispatch – (213) 485-5080**

Requesters shall be prepared to provide the following information:

- **City Job Title**
- **City Job Work Order number**
- **Contractor**
- **Field Inspector**
- **Date and time of delivery to Job**
- **Amount**
- **Mix Design**
- **Plant**

**NOTE: Do not fax requests. Faxed requests will not be processed.**

### C. PRODUCT LISTING

This is a list of fabricated items. This list shall be used as a guide only and should not be construed as an all inclusive list of items requiring shop inspection. It shows which items require shop inspection by the Materials Control Group, and also shows how the items are marked for identification. **Please refer to this list before calling the Materials Control Group. It may answer your questions and save time for all concerned.** If you have any further questions call Materials Control Supervisor Victor Karayan, or his authorized representative, at (213) 847-2442.

ACTIVITY	SPEC. SEC.	INSP. REQ'd	PRODUCT IDENTIFICATION	NOTES
Aluminum Fabrication	05530/08410	YES	Inspector Witness – Yellow Tag	See G.N.1
Aluminum Railings	05520	YES	Yellow Tag	See G.N.5
Anchor Bolts-Galvanized	05500	YES	Yellow Tag	See G.N.18
Anodizing	05035/09800	YES	Yellow Tag	See G.N.18
Asphalt Concrete	02550	YES	Batch Plant Inspection Report #1101	See G.N.8
Base Material	00000	NO	Standards Division Approves Source	
Bearing Pads	05120	YES	Yellow Tag	See G.N.30
Bitumen	02550/07160	YES	Inspector Witness & Measure Thickness	See G.N.18
Boilers	11404	YES	Yellow Tag	See G.N.7
Bolting	05120	YES	Inspector Witness – Yellow Tag	See G.N.2
Cabinets-Wood	06200	NO		See G.N.17
Castings	05530	YES	Stamped “LA City Approved”	See G.N.4
Catch Basins	02726	YES	Yellow Tag for Bulb Angle & Grating	See G.N.11
Chain Link Fabric	02830	YES	Yellow Tag	See G.N.18
Coatings	Div. 9/05530	YES	Inspector Witness & Measure Thickness	See G.N.18
Compressors	11373	YES	Yellow Tag	See G.N.20
Concrete	03300	YES	Batch Plant Inspection Report #1101	See G.N.8
Concrete-Fiberglass Reinf.	03400	YES	Batch Plant Inspection Report #1101	See G.N.12
Concrete-Mix Designs	03300	YES	Batch Plant Inspection Report #1101	See G.N.8
Concrete-Precast	03400	YES	Stamped “LA City Approved”	See G.N.9
Concrete-Prestress	03100	YES	Yellow Tag or Stamped	See G.N.9
Concrete Vaults	02618/02620	YES	Stamped “LA City Approved”	See G.N.11
Conveyors	14605	YES	Yellow Tag	See G.N.19
Cranes Systems	14600	YES	Yellow Tag	See G.N.19
Door Frames-Metal	08110	YES	Yellow Tag	See G.N.6
Doors-Metal	15500	YES	Yellow Tag	See G.N.6
Ductwork-Fiberglass	15501	YES	Yellow Tag	See G.N.26
Ductwork-Flexible	15501	NO		See G.N.26
Ductwork-Metal	15501	NO		See G.N.26
Ductwork-Stainless Steel	15501	YES	Yellow Tag	See G.N.26
Electrical-Controls	16010	YES		See G.N.24
Electrical-Motors	16800	YES	Yellow Tag	See G.N.20
Electrical-Panels	16360	YES	Yellow Tag	See G.N.22
Electrical-Switchgear	16400	YES	Yellow Tag	See G.N.22
Electrical-Testing	16030	YES	Inspector Witness	See G.N.24

## C. PRODUCT LISTING (cont.)

ACTIVITY	SPEC. SEC.	INSP. REQ'd	PRODUCT IDENTIFICATION	NOTES
Electrical-Transformers	16310	YES	Yellow Tag	See G.N.22
Electrical-Units	16050	YES	Yellow Tag	See G.N.24
Electrical-Wiring	16050	YES	Inspector Witness	See G.N.23
Elevators	14000	NO		See G.N.19
Escalators	14000	YES	Yellow Tag	See G.N.19
Fiberglass	06610	YES	Yellow Tag	See G.N.29
Frames-Metal	05500	YES	Yellow Tag	See G.N.6
Forgings	Div. 5	YES	Stamped "LA City Approved"	See G.N.4
Galvanizing	Div. 5	YES	Inspector Witness -- Yellow Tag	See G.N.18
Gaskets	07900	YES	Yellow Tag	See G.N.11
Generators	16700	YES	Yellow Tag	See G.N.22
Glue-Laminated Beams	06100	NO	Certificate of Compliance (Forestry)	See G.N.16
Gratings	Div. 5	YES	Yellow Tag	See G.N.4
Grout	04230	YES	Batch Plant Inspection Report #1101	See G.N.13
Gypsum	09200	YES	Batch Plant Inspection Report #1101	See G.N.13
Gypsum -Fiberglass Reinf.	03520	YES	Batch Plant Inspection Report #1101	See G.N.12
Hoists	14600	YES	Yellow Tag	See G.N.19
HVAC	15500	NO		See G.N.25 & 26
Linings-Pipe	09800	YES	Inspector Witness – Yellow Tag	See G.N.18
Lumber	06100	NO	Treated lumber stamped "LA"	See G.N.16
Masonry	04230	NO		See G.N.14
Mechanical Equipment	Div. 15	YES	Yellow Tag	See G.N.20
M.H.-Frames/Covers Cast Iron	02726	YES	Stamped "LA" on Cover & Frame	See G.N.4
M.H.-Frames/Covers Steel	02726	YES	Stamped "LA" on Inner-Cover only	See G.N.4
M.H.-Precast w/ Epoxy Coating		YES	Stamped "LA" or Yellow Tag	
M.H.-Shafts/Grade Rings		YES	Stamped "LA" or Yellow Tag	See G.N.11
Millwork	06200	NO		See G.N.17
Misc. Metal Fabrication	05500	YES	Yellow Tag	See G.N.1
Mortar	04230	YES	Batch Plant Inspection Report #1101	See G.N.13
Motors	16800	YES	Yellow Tag	See G.N.20
Non-Destructive Testing	05120	YES	Inspector Witness	See G.N.1
Painting (Coating Systems)	09905	YES	Yellow Tag	See G.N.18
Pilings	03400	YES	Yellow Tag	See G.N.9 & 1
Pipe-Fiberglass	13209	YES	Yellow Tag	See G.N.15
Pipe-Plastic	02641/06000	NO	Standards Div. will issue a Batch #	See G.N.28

## C. PRODUCT LISTING (cont.)

ACTIVITY	SPEC. SEC.	INSP. REQ'd	PRODUCT IDENTIFICATION	NOTES
Pipe-Reinforced Concrete	02617	YES	<b>LA City Approved</b> stamp w/ a 3-digit # if approved, 5-digit # if <b>not</b> approved	See G.N.11
Pipe-Steel	02653	YES	Yellow Tag	See G.N.15
Pipe-Supports	15020	YES		See G.N.15
Pipe-Vitrified Clay	02622	NO	Standards Division Will Stamp 3-digit and " <b>LA City Approved DPW</b> " Inside Full Lengths of Pipe	See G.N.15
Pipe-Welding	15000	YES		See G.N.15
Plastic Liner Plate	09800	YES		See G.N.28 (a)
Pressure Vessels	13207	YES	Yellow Tag	See G.N.7
Pullbox-Street.Light and Traffic Signal		YES	Stamped " <b>LA City Approved</b> " on the Inside of the Box	
Pumps	11210	YES	Yellow Tag	See G.N.20
PVC-Liner	02615	YES	Stamped " <b>LA City Approved</b> "	See G.N.28 (a)
Railings	05520	YES	Yellow Tag	See G.N.5
Rebar	03200	YES	Bureau of Standards Tested & Approved	See G.N.3
Sandblasted Steel Items		YES	Inspector Witness	
Slide Gates	11292	YES	Yellow Tag	See G.N.21
Sluice Gates	11293	YES	Yellow Tag	See G.N.21
Steel-Doors	08110	YES	Yellow Tag	See G.N.6
Steel-Stainless	05500	YES	Inspector Witness – Yellow Tag	See G.N.1
Steel-Structural	05500	YES	Yellow Tag	See G.N.1
Steel-Supports	05120	YES	Yellow Tag	See G.N.1
Store Fronts	08410	YES	Yellow Tag	See G.N.27
Street Light Standards	03400	YES	Ink Stamped " <b>LA City Approved</b> " on Bottom of Pole Base for Concrete Poles. Ink stamped " <b>Third Party Insp. Agency</b> " on Bottom of Pole Base for Steel Poles. TS/SL Combo Poles have <b>Riveted Metal Tag</b> above the handhole.	See G.N.10
T-Lock Liner Plate		YES	Yellow Tag	
Tanks-Steel	13207	YES	Yellow Tag	See G.N.7
Tanks-Storage	13215	YES	Yellow Tag	See G.N.7
Tree Well-Architectural		YES	Stamped " <b>LA</b> " or Yellow Tag	
Tree Well-Cast Iron		YES	Stamped " <b>LA</b> " or Yellow Tag	
Tree Well-per Std. Plans		NO		
Vaults	02726	YES	Stamped " <b>LA City Approved</b> "	See G.N.11
Valves	15100	YES	Yellow Tag	See G.N.20
Vessels	13000	YES	Yellow Tag	See G.N.7
Welding	05120	YES	Inspector Witness – Yellow Tag	See G.N.1

Wire Rope		YES	Yellow Tag	
Wood-Cabinets	06200	NO		See G.N.17
Wood-Paneling	06200	NO		See G.N.17
Wood Trusses-Engineered		NO	Provide Manufacturer's Certification	

## C. PRODUCT LISTING (GENERAL NOTES)

1. Fabrication of ferrous materials which may include welding, high-strength bolting or non-destructive testing shall be shop inspected.
2. Bolting with ASTM A-325 bolts, ASTM 1-490 bolts, or other alternative fasteners shall require shop inspection. These are high-strength bolts. Bolting with ASTM A-307 bolts does not require shop inspection.
3. Fabricated Reinforcing Steel/Rebar (i.e. engineered piles, grade beams), mechanical couplers, shop welded, coatings (i.e. galvanized, epoxy), etc., will require shop inspection. Rebar sampling done by Shop Inspector or Project Inspector. Testing to be done by Bureau of Standards.
4. All forgings and castings made at the foundry shall be shop inspected, approved, and stamped prior to delivery to the job site.
5. Steel stairways and handrails (ferrous) require shop inspection for welding and any specified coatings.
6. Metal door and frame fabrication requires shop inspection.
7. Pressure vessels, tanks, boilers, and related equipment do require shop inspection of fabrication, welding, and testing.
8. Concrete, asphalt-concrete, and mix designs are inspected at batch plants (See Section 2.1.1. of the Standard Specifications for Public Works Construction). These products are shop inspected for conformance to Contract Specifications and verification for the Field Inspector
9. Both pre-cast and pre-stressed concrete are subject to shop inspection and approval before delivery to the job site.
10. Street lighting standards of either steel or concrete are required to be shop inspected.
11. Reinforced concrete vaults, catch basins, and reinforced pipe are required to be shop inspected (See General Note #9). Manhole shafts and grade rings without reinforcing steel or linings do not require shop inspection. Gaskets used for reinforced concrete pipe require testing.
12. FGRC (Fiberglass Reinforced Concrete) and FGRG (Fiberglass Reinforced Gypsum) should be manufactured only in an approved shop, and will require shop inspection.
13. Mortar, grout, and gypsum shall be inspected at the batch plant, unless the products are mixed at the job site from approved packages under the inspection of the Field Inspector.
14. CMU (Concrete Masonry Units) shall be inspected and sampled at the job site.



## C. PRODUCT LISTING (GENERAL NOTES)

15. Lining and coating of ductile iron pipe and fiberglass pipe, as well as welded supports, are subject to shop inspection. VCP (Vitrified Clay Pipe) is exempt, as are non-welded pipe supports which can be classified as standard, or catalog, items. Standards Division will provide the inspection and testing for VCP.
16. Shop inspection is not required for lumber, unless it is treated lumber. Glue-laminated products do not require shop inspection, unless it is an architectural piece, which will require shop inspection. Each “Glue-Lam” comes with an individual Certificate of Compliance., and must be provided to the Field Inspector.
17. Millwork and wood products are not required to be shop inspected, unless the Contract Specifications call for equivalency, or inspection, by W.I.C. (Woodworking Institute of California).
18. Specified coatings including, but not limited to, anodizing, bitumen, galvanizing, polyvinylidene fluoride, and pipe linings and coatings shall be shop inspected
19. Conveying equipment, such as elevators, escalators, or conveyors, are exempt from shop inspection. However, the structural framework of escalators, hoists, cranes, and lifts, do require inspection.
20. Mechanical equipment, such as compressors, pumps, motors, and valves require shop inspection for fabrication, testing (factory witness, performance, hydrostatic, sound, etc.) and any specified coating. The CONTRACT SPECIFICATIONS dictate the inspection requirements.
21. Fabrication of sluice gates and slide gates are subject to shop inspection for fabrication, welding, and coating.
22. Transformers rated at 600 Volts and higher, transformers rated at 100 KVA and higher. Generators, switchgear, and complex wired panel boards do require shop inspection.
23. Electrical wiring and testing, performed in shop, require inspection to verify conformance with applicable Contract Specification.
24. Shop tests specified in the Contract Specifications including, but not limited to, voltage, grounding, loads, performance, or noise levels, will require shop inspection.
25. HVAC (heating, ventilation, and air conditioning) does not require shop inspection. However, each component should be evaluated for possible inspection.

## C. PRODUCT LISTING (GENERAL NOTES)

26. Sheet metal ductwork is not shop inspected. Flexible ductwork is considered a standard, or catalog, item and no shop inspection is required.
  - a. Ductwork made of aluminum, stainless steel, or fiberglass will require shop inspection.
27. Storefronts and wall systems are shop inspected. Fixed windows are standard items and do not require shop inspection.
28. Plastic pipe, such as ABS or PVC does not require shop inspection. The pipe will be inspected and sampled for testing at the job site.
  - a. Extruded plastic liner plate will require shop inspection.
29. Fiberglass products, because of the resins and the fiber reinforcement, do require shop inspection.
30. Elastomeric bearing pads shall be tested according to Cal-Trans Standard Specification Section 51-1.12H. Sampling will be done by the Materials Control Inspector.

## **D. THIRD PARTY INSPECTION APPROVAL PROCEDURES**

1. The Inspector of Public Works of the Bureau of Contract Administration, Department of Public Works, has the responsibility and authority for approving third party testing and inspection laboratories. The Supervisor of the Materials Control Group acts on behalf of the Inspector of Public Works.
2. Per the contract documents, all material and fabricated items originating outside the 30-mile geographic limits from the City of Los Angeles will require inspection and/or testing at their source by a third party inspection or testing company that has been approved by the Supervisor of Materials Control Group. The prime contractor shall comply with the following procedures in a timely manner. Such compliance will help to eliminate possible disruption of the contractor's schedule of operation and to minimize resulting delay and unnecessary expense to the City of Los Angeles and the contractor.
3. The Contractor shall notify the Materials Control Group a sufficient length of time in advance (at least two weeks) to allow for arrangements to be made for such inspection and/or testing.
4. The City of Los Angeles has a contract only with the prime contractor. The City of Los Angeles has no Third Party agreement with any subcontractor, plant, manufacturer, or fabricator. All are considered employees of the Prime Contractor and the Prime Contractor shall be responsible for their work. Therefore, all requests for the approval of a third party inspection or testing company shall be from the **prime contractor**, typewritten on the prime contractor's letterhead, and addressed to the supervisor of the Materials Control Group as follows:

Victor Karayan, Principal Construction Inspector  
Materials Control Group  
Bureau of Contract Administration  
1149 S. Broadway, Suite 300  
Los Angeles, CA 90015

5. The letter requesting approval of a third party test lab or private inspection company shall contain **all** of the following information (See the sample letter on page 12):

### **PROJECT DATA**

- a. Complete title of the project.
- b. The project work order number.
- c. The approved submittal number(s) and a brief description of the item(s) to be inspected tested with their Specification Division and Section number.

### **PROPOSED INSPECTION**

- i. Names of **TWO** (2) proposed testing laboratories or inspection companies.
- ii. Addresses and telephone numbers of the proposed test labs/inspection companies.
- iii. Contact person at the proposed test labs/ inspection companies.
- iv. Description and history of the proposed test laboratories/inspection companies
- v. Resumes of at least **TWO** (2) inspectors (primary and alternate) who WILL perform the physical inspections.

### **FABRICATOR DATA**

1. Company name, address, and telephone number of the actual production site for each fabricator.
  2. Contact person at each fabricator,
  3. Fabrication schedule.
6. The prime contractor will be notified by letter if the testing laboratory/ inspection company is approved. A letter of approval will include various conditions and instructions for the prime contractor to facilitate the coordination of fabrication and third party inspection.
7. Any product requiring inspection that is delivered to the job site without having been inspected and approved by the Bureau of Contract Administration or an approved third party inspection agency will be rejected by the Project Inspector. The Materials Control Group will not perform any inspection at the job site. It is the prime contractor's responsibility to ensure that all items requiring shop inspection are inspected at their source by the Materials Control Group, or by an inspection or testing laboratory that has been approved by the Materials Control Group.

**Note: In addition to the approval of the Bureau of Contract Administration, approval may be required from the Department of Building and Safety, Materials Control Group, for certification of both the manufacturer of structural items/materials and the testing laboratory/inspection company. For certification information contact:**

William Thompson, Senior Building Inspector  
John Carpenter, Senior Building Inspector  
Materials Control Section  
Dept. of Building and Safety  
Telephone (213) 482-0390/0388

If you have any questions regarding this procedure, call Materials Control at (213) 847-2442.

E. Third Party Request Sample Letter

# Franklin & Sons Construction Co.

2417 W. Wilshire BL, Suite 1411  
Los Angeles, CA 90017

Victor Karayan, Principal Construction Inspector  
Department of Public Works  
Bureau of Contract Administration  
Materials Control Group  
1149 S. Broadway, Suite 300  
Los Angeles, CA 90015

October 1, 2017

Dear Mr. Karayan:

**HTP-IPS Screw Pumps Replacement Phase II (CIP-2260) W.O. SZH11179**

This letter is a request for approval of the third party inspection agency for the fabrication of the **Fiberglass Reinforced Plastic Covers**, Specification Section 13209, for the above referenced project. The information, per Specification Section 01453, is as follows:

1. Project Title – **Intermediate Pumping Station Screw Pumps Replacement Phase II**
2. Work Order # – **SZH11179**
3. **Proposed Inspection Agency (#1)** – **Materials Design Evaluation, Inc.**
4. Address of Inspection Agency – **115 Technology DR, Suite 150,  
Pittsburgh, PA 15275**
5. Phone Number of Agency – **(412) 809-9036**
6. Description/History of Agency – **See attached**
7. Resumes of (2) Two Inspectors – **See attached**
8. **Proposed Inspection Agency (#2)** – **On-Site Technical Services**
9. Address of Inspection Agency – **12842 Valley View, Suite 104,  
Garden Grove, CA 92845**
10. Phone Number of Agency – **(714) 903-3990**
11. Description/History of Agency – **See attached**
12. Resumes of (2) Two Inspectors – **See attached**
13. Approved Submittal Number(s) – **R0-016**
14. **Name of Fabricator(s)** – **Strongwell Fabrication, Inc.**
15. Address of Fabricator – **400 Commonwealth AV,  
Bristol, VA 24203**
16. Phone Number of Fabricator – **(276) 645-8001**
17. Fabricator Contact – **Ed Balaban**
18. Fabrication Start – **July 26, 2009**

Please let me know if you require any further information. I will appreciate any effort you can make to expedite the approval of an agency so we can begin the fabrication process as soon as possible.

Sincerely,  
Gerald Franklins, Project Manager  
Franklins & Sons Construction Company (714) 555-1212