

History for the Balance Calibration SOP

<u>Revision #</u>	<u>Issue or review date</u>	<u>History</u>	<u>Author or Reviewer</u>
0	4/26/02	Original Issue	D.C. Sincerbeaux
1	8/27/02	Add #	D.C. Sincerbeaux

Approval

Technical Leader

David Sincerbeaux
Date: 8-27-02

David Sincerbeaux

QA/QC Manager

Rick Groff
Date: 8-27-02

Rick Groff

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Balance Calibration

Standard Operating Procedures

1.0.0 Background and Scope

In order to ensure the integrity of the reported weights of controlled substances each laboratory within the Idaho State Police system maintains a set of weights that are used to verify the calibration of all balances and scales located in each laboratory.

2.0.0 Equipment

One set of ASTM Class 2, or better, weights. These weights must be NIST traceable and certified at the time of purchase.

3.0.0 Procedure

Once a month each balance is to have its calibration checked against a set of known weights. All results are to be recorded in a log for future reference. Balances not in use do not need to have their calibration checked.

3.1.0 Each balance is checked using a set of ASTM weights as reference. This set should span the expected weights of samples that will be measured on each balance. An example: for the typical top loader 1g, 100g, and 2000g weights would be sufficient.

3.2.0 Each laboratory will keep a log sheet for each balance in use. The log sheet will list the balance identification, the weights used, their indicated weight, whether or not the observed weight is within the tolerance of the balance, the analyst and the date on which the check was performed.

3.3.0 Once a year an independent vendor will calibrate each balance.

3.4.0 An independent vendor will recertify each weight set on a yearly basis.

4.0.0 Consequences

If a balance fails a monthly calibration check, the check is repeated. If the balance still fails then it will be taken out of service until it can be recalibrated or repaired. The balance should be tagged indicating that it is out of service.

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