Analytical Balance Maintenance Program Policy

Purpose

This policy provides instructions for ANALYTICAL BALANCE MAINTENANCE PROGRAM and provides guidance for the processes and procedures for use and care of analytical balances, scales, and external masses in use throughout Children's Laboratory, performing the maintenance, and monitoring of the program.

Policy Statements

- This procedure applies to all laboratory employees
- Balances must be kept clean and in good condition.
- Balances will be serviced by qualified personnel according to the schedule that follows
- Balances are to be installed where vibrations will not interfere with readings
- Balances will be checked for accuracy at intervals appropriate to use and according to departmental procedures as indicated in the schedule that follows. Minimum verification frequency is annually for routine use, and biannually if used for weighing controls or calibrators.
- New balances must be checked for accuracy before use.
- Balances must be checked for accuracy whenever they are moved.
- Records must be maintained showing results and acceptability of accuracy checks.
- Analytical weight sets must be stored covered, and handled with gloves or acceptable devices such as padded tweezers
- Analytical weight sets must be checked for accuracy annually by Biomed.

Historical Record

Version	Written/Revised by:	Effective Date:	Summary of Revisions
1	Linda Lichty	June 21, 2007	Initial Version
2	D. Helfinstine	April 1, 2011	New format, renumbered from CH 6.055
3	Erin Bartos	April 12, 2017	Add Ohaus Explorer Scale, remove asset 002662, replaced St Paul Transfustion Detecto with Ohaus CS2000
4	Kelsi Brown	April 22, 2019	Biennial Review. Updated Logo.
4	Matt Johnson	July 29, 2021	No change. Biennial review.
5	J. Heimkes	11/28/2022	Changed document control number/location of policy; moved from Chemistry to Lab General.

Balance	Type	Location	Weighing Range	Sensitivity	Service Frequency/ Qualification	Accuracy check frequency	Acceptable difference	Weight Class to certify	CHC Asset Tag #
Sartorius BL/500	Type II	Minneapolis Histology	1-1000 gms	0.1 grams	Annual Biomed	Day of Use	± 0.1 gm	ANSI/ASTM Class 3	008370
Fisher XT	Type II	Minneapolis Morgue	1 – 10,000 gms-	0.01 grams	Annual Biomed National Scale	Day of Use	± 1 gm	ANSI/ASTM Class 3	008371
Sartorius Basic	Type II	Minneapolis Histology	1 – 3000 gms	.000 grams	Annual Biomed National Scale	Day of Use	± 0.1 gm	ANSI/ASTM Class 2	Phillips M0336
Sartorius B120S	Type II	Minneapolis Lead Room	.0001 – 120.0 gms	.0001 gms	Annual Biomed National Scale	Annual Biomed	± 1%	ANSI/ASTM Class 1	006571
Ohaus CS2000	Type II	Minneapolis Sendouts	0 – 2000 gms	1 gm	Annual Biomed	Annual Biomed	± 1 gm	ANSI/ASTM Class 3	012145
Denver D1-8KD	Type II	St Paul Morgue	1- 8000 gms	.01 gms	Annual Biomed National Scale	Day of Use	± 1 gm	ANSI/ASTM Class 3	005090
Sartorius TE 2101	Type II	St. Paul Histology	1 – 2100 gms	0.1 gms	Annual Biomed	Day of Use	± 1%	ANSI/ASTM Class 3	015105
Sartorius PT 1200	Type II	St. Paul Chemistry	1 – 1200 gms	0.1 gms	Annual Biomed	Annual Biomed	± 1%	ANSI/ASTM Class 3	005082
Ohaus Explorer	Type I	St. Paul Sweat Chloride	0 – 120 grams	0.0001 grams	Annual Biomed	Annual Biomed	± 0.025%	ANSI/ASTM Class 1	0026998
Ohaus Harvard Trip Balance	Triple Beam	Minneapolis Transfusion	0-2000 gms	1 gm	N/A	N/A			008254
Detecto Scale	Dietary Scale	Minneapolis Transfusion	0-500 gms	2 gm	Annual Biomed	Monthly BB Staff	Per Transfusion procedure		008263
Ohaus Harvard Trip Balance	Triple Beam	St. Paul Transfusion	0-2000 gms	1 gm	N/A	N/A			No asset tag
Ohaus CS2000	Type II	St. Paul Transfusion	0-2000 gms	1 gm	Annual Biomed	Monthly BB Staff	Per Transfusion procedure	ANSI/ASTM Class 3	023130
Weight Set	**Class**	**Location**	**Range of Weights**	**Sensitivity**	**Qualification Frequency**	**Serial Number**			
Ohaus	Class 2	Minneapolis Histology	1 gm – 2000 gm	1.001 gm	N/A	A58311			
Permaf Analytical	Class 1	St. Paul Chemistry	10 mg – 100 gms	.01 mg-.001 mg	Annual	A58312			012859
Troemner	Class 1	St. Paul Transfusion	100 g – 1 Kg and 50 g	0.1 mg	2 years	02200 02940			
Troemner	Class 1	Minneapolis Transfusion	100 g – 1 Kg and 50 g	0.1 mg	2 years	02205 02939			