**Purpose:**

This procedure describes the operation and maintenance of the Mettler AE163 Balance located in the Chemistry Department in Room GWH47. The balance has an upper limit of 160.0000 g.

**Procedure:**

|  |  |  |
| --- | --- | --- |
|  | **Action** | **Related Documents** |
| **SWITCHING THE BALANCE ON/OFF** | |  |
|  | * Switching on: * Briefly press the control bar once. * All display elements light up for several seconds:   *8.8.8.8.8.8.8.8.*   * Then *0.0000* is displayed. * Switching off: * Briefly lift the control bar @ mode. (if you lift the control bar at on/off nothing happens) * If the balance displays *OFF*, the control bar must be pressed again briefly. |  |
| **CALIBRATION** | |  |
|  | * The balance must be calibrated each day before its first use. * Set the balance in the calibration mode: * Press the control bar until *CAL* is displayed. * Release the control bar:   *CAL - - - -* will appear in the display.   * As soon as *CAL 100* appears (the *100* blinks), slowly move the calibration lever (located on the lower right hand side of the balance) towards the rear all the way to the stop. * First *CAL - - - -* appears, then *100.0000* is displayed. * When *CAL 0* appears (the 0 blinks), move the lever back to its original position. * *- - - -* followed by *0.0000* appears. * The balance is now calibrated. |  |
| **TARING** | |  |
|  | * Place a container on the pan. Weight is displayed. * Briefly press the control bar. * Display is blanked out, then *0.0000* is displayed. * The tare on the container is now completed. |  |
| **WEIGHING** | |  |
|  | * There are three sliding doors on the balance, one on each side and one on top. * Open a sliding door on the side and place a weigh boat on the pan. * Press the control bar to tare. * When *0.0000* is displayed, dispense the sample to be weighed in the weigh boat. * Read the weight from the display as soon as the small dot to the left of the digits is no longer displayed. |  |
| **MAINTENANCE** | |  |
|  | * Maintenance is performed by the Chemistry Department of Harborview Medical Center. |  |

**References:**

Standards for Blood Banks and Transfusion Services, Current Edition: American Association of Blood Banks. AABB Press, Bethesda, MD.

Mettler AE163 Balance Operating Instructions