

**Name of Procedure:**

A&D FW100KA1 Platform Scale (Mobile Bulk Balance)

**Suggested Uses:**

Record received and returned weights of evidence exhibits.

**Apparatus Used to Perform Procedure:**

A&D Model FW-100KA1 Platform Scale (Mobile Bulk Balance)  
Paper bags, boxes, plastic bags or other appropriate weighing vessels

**Calibration:**

1. Calibration for all Drug Chemistry Section balances is done on a yearly basis by an approved outside contractor.
2. Certificates of Calibrations issued by the contractor will be stored in a file in the Section Conference Room.

**Calibration Verification:**

1. Bulk balances will have a calibration verification done using a range of weights once a month, and a one point calibration verification done prior to use.
2. Standard weights are stored in a box beside the stationary bulk balance, except the 50 pound weight which is stored on the cart with the Mobile Bulk Balance.
3. Monthly bulk balance verifications are to be performed as follows:
  - a. Take the balance off the cart and place it on the floor.
  - b. Turn on the balance.
  - c. Follow manufacturer's recommendations for leveling.
  - d. Zero the balance with nothing on the pan.
  - e. Place the standard weight on the pan and read results.
  - f. The following weights will be used:

Standard Weight	Acceptable Ranges
5kg	4.97 – 5.03 kg
10kg	9.97 – 10.03 kg
50pound (22.68kg)	49.93 – 50.07 lb

If results are within the range listed, the balance can be used for casework. If the results are outside these parameters, the balance will not be used until all necessary steps have been taken to bring the balance into compliance. Steps may include cleaning, leveling, re-taring, or contacting an approved service contractor.

4. One point verifications prior to use will be conducted in the same manner, using the 50 pound weight. A notation of the actual result of weighing the 50 pound weight will be made in the FLAIR Casenotes associated with the appropriate file number. A comment line can be used for this notation.
5. Results of monthly calibration verifications will be documented in FLAIR by the following:
  - Resource Manager
  - Raleigh Lab
  - Drug Chemistry
  - Balance
  - Balance – Then double click on the appropriate serial number
  - “Add History Item” tab
  - “Performed Action” box –
    - Choose “Performance Verification” for monthly check
    - Choose “Calibration” to document the yearly calibration by the outside contractor.
  - “Date of Action” box – choose appropriate date
  - “Comments” box – **Record the actual readings obtained for each one of the standard weights used in the monthly verification.**

(This step is not necessary for the yearly calibration. This information is located on the issued certificate.)

6. The Key Operator will be responsible for making sure the monthly calibration verification is completed and the results recorded in FLAIR.

**Application of Procedure on Evidence:**

1. Take the balance off the cart and place it on the floor.
2. Turn on the balance.
3. Choose desired units of measure according to balance instructions.
4. Tare the weighing boat or other weighing vessel that will hold the evidence.
5. Remove evidence from packaging material, if possible, and place in/on tared container. (Note in case file if gross weight is being recorded.)
6. Record in the FLAIR worksheet the weight of the evidence received to the hundredths place.  
Note: If the balance does not read to the hundredths place due to units chosen (example the bulk balances), or due to the quantity of material being weighed, record in the FLAIR worksheet the weight to the tenths place and truncate to the whole number on the laboratory report.
7. For returned weights, replace the weighing boat or other weighing vessel back on the balance without taring. Record the weight in the FLAIR worksheet of material to be returned to the same number of decimal places as the weight received, if possible.

**Safety Concerns:**

Make sure balance is plugged in and is not near a source of water.

**Literature References:**

Operator Manuals for each model of balance.

Moffat, A. C. Ed., **Clarkes Isolation and Identification of Drugs**, 2nd. Ed., The Pharmaceutical Press, 1986.