

**CALIBRATION PROCEDURES  
FOR GENERAL PURPOSE  
BALANCES  
(TEMPORARILY ASSIGNED TO TRACE EVIDENCE)**

Calibration of the general purpose balances, temporarily assigned to the Trace Evidence Section, will be done once per month. However, calibration is not limited to once per month and can be performed as needed.

-Before calibrating the balance, turn it on and let it warm up.

-Calibrate the balance using a known calibration weight standard.

-Record date, calibration weight and results, and the initials of the analyst performing the calibration procedure on calibration log.

-Maintain and store calibration log near each respective balance.