Calibration and Use of the Mettler Toledo 403TS/00 Balance

1. SCOPE AND APPLICATION

1.1. This method is based on the Mettler Toledo application manual for the Mettler Toledo Precision and Analytical Balances MS-TS line of balances. It is applicable to the Mettler Toledo MS 403TS/00 balance and can be modified for similar balances. It covers the basic functions of weighing, taring and calibration. S-weights are certified. R-weights have been checked/compared to S-weights within the laboratory. The MS 403TS/00 weighs to 0.001 grams. The maximum allowable load is 420.0 grams.

2. SUMMARY OF METHOD

2.1. The Mettler Toledo MS 403TS/00 balance is calibrated (internal calibration) at least every month, anytime that it is moved, or whenever the S-weights are not within tolerance. The balance is checked with S-weights during each use, once monthly with 5 S-weights, and quarterly with all biology S-weights. S-weight measurements are recorded in appropriate bench sheets and logbooks (Calibration and Daily Use).

2.1.1. Use of this SOP constitutes acknowledgement that the user has read the appropriate (weighing, taring and calibration) sections of the Mettler Toledo application manual for the Mettler Toledo Precision and Analytical Balances MS-TS line of balances. It is presumed that the balance has been used and has remained in a specific location. Anytime there appears to be a problem (S-weights and/or calibration out of tolerance), a supervisor must be notified.

2.2. Interferences

2.2.1. Air currents, temperature (> ± 2° C of room temperature), vibrations, dirty calibration weights, improper calibration or taring.

3. EQUIPMENT AND SUPPLIES

3.1. Calibration weights (S-weights, R-weights or Chemistry weights)

3.2. Mettler Toledo MS 403TS/00 Balance, Ser. # B815673069

3.3. *Mettler MS 403TS/00 Ser. # B815673069 Calibration Logbook*

3.4. *Mettler MS 403TS/00 Ser. # B815673069 Daily Use Logbook*

3.5. Spatula

3.6. Weigh boats

4. CALIBRATION

Note: Calibration is performed before the balance is used for the first time, at regular intervals during the service life of the balance, after change of location and when S-weights/R-weights are out of tolerance.

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4.1. Ensure that the weighing pan is unloaded. Switch the balance on by pressing and holding the Power Button (⏻). The display should light up and display 0.000g.

4.2. Once the balance is on, be sure that the balance is level by checking the air bubble in on the left side of the balance. Be sure that the air bubble is within the inner circle on the level (If the balance is not level the icon will appear on the balance display).

4.2.1. To adjust the balance, rotate the feet in the front of the balance until the air bubble is in the center of the balance level.

4.3. Once the balance is level, an internal adjustment is performed by pressing the "Auto-adjust" button on the balance screen. ( )

4.4. Once the balance is adjusted, zero the balance by pressing the "Zero" button (→0←).

4.5. For Quarterly Balance Calibrations, all S-weights are checked on the balance and recorded in the Calibration log.

4.6. For Monthly Balance Calibrations, 5 S-weights are checked on the balance and recorded in the Calibration log.

5. DAILY USE

5.1. Before the balance is used every day, the calibration is checked with the S-Weights.

5.1.1. The calibration check brackets the weight of what is being weighed. For example, if weighing out 4.1 g of a reagent, check the calibration at 3.0 g and 5.0 g.

5.2. Turn the balance on and check to be sure the standard "weighing" mode is selected. If not, press the activities button ( ) then select the standard "weighing" option.

5.3. Zero the balance and place the lower S-weight on the weighing pan and record the weight in the corresponding space in the *Mettler MS 403TS/00 Ser. # B815673069 Daily Use Logbook***.**

5.4. Repeat step 5.3 for the Upper S-weight.

5.4.1. The weight tolerance for the Daily calibration checks are as follows:

S-Weight Value	Weight Tolerance
≤ 1 g	± 2 mg
> 1 g – 100 g	± 5 mg
> 100 g – 400 g	± 14 mg

5.4.2. If the balance fails calibration check, be sure the balance is level by checking the air bubble on the top left side of the balance, if the balance is level, perform an internal adjustment and attempt the calibration check again. If it continues to fail, contact a supervisor.

5.5. After daily calibration checks are complete, place the proper size weigh boat for the substance/object being weighed on the balance platform. Chemicals and/or objects that can damage the balance platform must <u>never</u> be placed directly on the balance platform.

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5.6. If weighing a set amount of substance, place a weigh boat on the balance platform and press (→T←) to tare the balance. Add the substance/object to be weighed to the weigh boat until the desired weight is displayed using a clean spatula to remove any excess from the weigh boat.

5.7. If determining the weight of a substance, place a weigh boat on the balance platform and press (→T←) to tare the balance. Add the substance/object to be weighed to the weigh boat and record the displayed weight.

5.8. To make more than one measurement, remove the weighed object/weigh boat and repeat step 5.6 or 5.7.

5.9. After weighing is completed, press and hold the power button (⏻) to prompt the screen to turn the balance off. Select the check mark (✓) to turn the balance off.

6. DATA ARCHIVAL

6.1. Use a black, waterproof pen for all bench sheets and logbooks.

6.2. Record weights as appropriate on bench sheets and in the Mettler MS 403TS/00 Ser. #B815673069 Calibration Logbook and the Mettler MS 403TS/00 Ser. #B815673069 Daily Use Log.

6.3. To correct raw data entries, place a single line through the incorrect or illegible entry, write the corrected entry near the error, date and initial the correction. Do not overwrite entries.

6.3.1. The corrected entry is written as near as possible to the error or in the comment box on the appropriate bench sheet.

6.3.2. If the correction requires an explanation, write a comment and reference the error. Initial and date the explanation. Do not attempt to put all information (correction and comments) into a small space.

6.3.3. Use sequential alphabetical annotation to identify errors and corresponding comments (use A for first error and use A for corresponding explanatory comment; use B for second error, etc.).

7. QUALITY CONTROL

7.1. Ensure S-weights are within listed tolerances and are either checked annually against the certified S-weights (maintained by the Chemistry Program) or they have been recertified.

8. SAFETY/HAZARDOUS WASTE MANAGEMENT

8.1. Proper laboratory protection, including lab hood or ventilation system, lab coat, gloves and safety glasses, is required when working with chemicals and unprocessed samples.

8.2. Refer to the Laboratory Quality Manual for sample disposal.

8.3. Refer to the Laboratory Health and Safety Manual and Hazardous Waste Management.

8.4. Read MSDS information for reagent handling and disposal.

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9. REFERENCES

9.1. Mettler Toledo Application Manual for the Mettler Toledo MS 403TS/00 line of balances.

9.2. DEP Laboratory Quality Manual https://floridadep.gov/dear/florida-dep-laboratory/content/dep-laboratory-quality-assurance-manual-and-sops

9.3. DEP Laboratory Health and Safety Manual https://www.fldepnet.org/system/files/Administrative-Services/governing-documents/Health%20and%20Safety%20Manual%20December%202019.pdf

9.4. MSDS Information Sheets.

APPENDIX OF CHANGES

09/04/2020 Updated data archival section with universal language. Updated links.

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