



## Standard Operating Procedure

Title: **Operation of the Mettler Toledo AB204-5 Analytical Balance**

DOC ID: **SBR/SOP-FSO-420**

Effective Date: **04/01/12**

Revision: **00**

**Author Approval: *Adrienne Edgell***

**Manager level / Site Management Rep Approval: *Ed Csanady***

**QA level / ISO Facilitator Approval: *Connie Broadie***

**1.0 Purpose:** This SOP describes the proper operation of the Mettler Toledo AB204-5 analytical balance in the SoBran animal facility. The analytical balance is used when weighing small items such as test articles during formulation and animal organs during necropsy.

**2.0 Scope:** All facility and investigative staff in the animal facility.

**3.0 Definitions:** N/A

### **4.0 Equipment/Supplies:**

- 4.1. Model AB204-5 analytical balance
- 4.2. Analytical weight set
- 4.3. Weigh boats
- 4.4. Items to be weighed
- 4.5. Alcohol or other appropriate disinfectant
- 4.6. Paper towels/wipes



## Standard Operating Procedure

Title: **Operation of the Mettler Toledo AB204-5 Analytical Balance**

DOC ID: **SBR/SOP-FSO-420**

Effective Date: **04/01/12**

Revision: **00**

### 5.0 Procedures:

- 5.1. Ensure balance is on a solid, level surface, away from drafts and sources of vibration. Use adjustable feet and bubble level at the back of the unit to ensure the balance is level prior to use.
- 5.2. Plug in unit (if necessary) and press the **ON** key. Balance should be allowed to “warm up” for at least 60 minutes prior to use.
- 5.3. When ready to collect weights, ensure the display reads “0.0000 g”. Press the **O/T** key if display is not showing all zeros.
- 5.4. Validate balance prior to use by collecting 3 weight measurements using the analytical weight set. Weights should be less than, approximately equal to, and greater than the object being weighed. For example if 10 mgs of powder is to be weighed, calibration weights should be 1 mg, 10 mg, and 100 mg.
- 5.5. Place one weight at time on the weigh pan. Close the draft shield doors. Read display results when stable (“o” stability detector will disappear). Document the results on the appropriate study form.
- 5.6. Ensure balance display reads “0.0000 g” prior to placing the next weight on the weigh pan.
- 5.7. After collecting the calibration weights, weigh the intended item(s) following steps 5.5 and 5.6 above.
- 5.8. Use a weigh boat for items (such as powder, liquids, or organs) which need to be contained. Place the empty weigh boat on the balance, close draft shield doors, and press the **O/T** key so the display reads “0.0000 g”. Place the item to be weighed in the weigh boat. Close draft shield doors and read display results when stable (“o” stability detector will disappear).



## Standard Operating Procedure

Title: **Operation of the Mettler Toledo AB204-5 Analytical Balance**

DOC ID: **SBR/SOP-FSO-420**

Effective Date: **04/01/12**

Revision: **00**

- 5.9. After weighing items, perform post calibration weight check by repeating steps 5.4 through 5.6.
- 5.10. Turn balance off after use unless otherwise directed.
- 5.11. Wipe down draft shield doors, weigh pan, and exterior with alcohol or other approved disinfectant after each use. Ensure cleaning solution is not sprayed directly on balance.
- 5.12. Refer to user manual for more detailed instructions, troubleshooting, and special features.

## 6.0 References:

- 6.1. Mettler Toledo AB204-5 Analytical Balance User Manual

## Document History

**REV. 00 04/01/12.** New Standard Operating Procedure