SOP: Denver Instruments APX 323 Balance Calibration

Approvals:
Preparer: Jason McMillan  Date: 10JAN14
Reviewer: Tim Kull  Date: 11JAN14
Reviewer: Dr. Maggie Bryans  Date: 12JAN14

1. Purpose:

2. Scope:
   2.1. Applies to the calibration of Denver Instruments APX 323 Balance.

3. Responsibilities:
   3.1. It is the responsibility of the course instructor/lab assistant to ensure that this SOP is performed as directed and to update the procedure when necessary.
   3.2. It is the responsibility of the students/technicians to follow the SOP as described and to inform the instructor about any deviations or problems that may occur while performing the procedure.

4. References:
   4.2. Denver Instruments APX 323 Balance Operation SOP

5. Definitions: N/A

6. Precautions: N/A

7. Materials:
   7.1. 200g ASTM Weight Class 2 Mass Standards for External Calibration
   7.2. Denver Instruments APX 323 Balance

8. Procedure:
   8.1. Calibration
      8.1.1. Press “I/O” button to turn the balance on.
      8.1.2. Be sure the weighing pan is clear and press the “ZERO” button to tare the balance.
      8.1.3. Press and hold the “PRINT/MENU” button for three seconds or until the word Unit appears on the screen and then release.
      8.1.4. Press the “PRINT/MENU” button and Cal is displayed.
      8.1.5. Press the “ARROW” button to enter calibration mode.
      8.1.6. The proper weight needed for calibration is then displayed in grams, 200g in this case.
      8.1.7. Place the 200g ASTM Class 2 Mass Standard on the weighing pan. Use utensils, do not handle mass standard with your hands.
      8.1.8. When a stable reading has been recorded, the balance will beep, the screen will flash (- -) and the reading will return to the weight of the calibration weight.
      8.1.9. Calibration is complete. Remove the 200g ASTM Class 2 Mass Standard and the balance is now ready to use.
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8. Attachments:

![Diagram of Denver Instrument APX 323 Display and Keyboard]

Figure 1: Denver Instrument APX 323 Display and Keyboard
Denver Instrument APX 323 Manual

10. History:

<table>
<thead>
<tr>
<th>Revision Number</th>
<th>Effective Date</th>
<th>Preparer</th>
<th>Description of Change</th>
</tr>
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<tbody>
<tr>
<td>0</td>
<td>10JAN14</td>
<td>Jason McMillan</td>
<td>Initial release</td>
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</tbody>
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