



# Houston Forensic Science Center

Comparative and Analytical Division - Toxicology

## Balance Performance Check

Analytical Balance (Serial Number: 1123241782)

2 mg = 0.002 g (0.0015 – 0.0025 g)	1 g (0.95 – 1.05 g)	5 g (4.95 – 5.05 g)
SN: <u>1000150532</u> B615327969	SN: <u>1000111378</u> B605067300	SN: <u>B526104505</u> B546713066
0.0019 g	0.9999 g	5.0001 g
<b>Comments:</b> 2 mg weight used is outside of its external calibration date range. Refer to SOP Deviation Request form dated 01/04/2022. -HM 01/05/2022		
Pass <input checked="" type="checkbox"/> Fail <input type="checkbox"/>		

Top Loading Balance (Serial Number: 1123253484)

1 g (0.95 – 1.05 g)	5 g (4.95 – 5.05 g)	100 g (99.5 – 100.5 g)
SN: <u>1000111378</u> B605067300	SN: <u>B526104505</u> B546713066	SN: <u>B526104505</u> B546713066
1.00 g	5.00 g	100.00 g
<b>Comments:</b>		
Pass <input checked="" type="checkbox"/> Fail <input type="checkbox"/>		

Signature: Naley A. [Signature]

Date: 01/05/2021



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## SOP Deviation Request Form

**Date:** 01/04/2022

**Batch Name/FCN:** Performance Check\_Balance\_2022-01-03 to 2022-01-07

### Description of Deviation:

The weekly balance performance check includes using a 2 mg weight as well as 1 g and 5 g weights to check the functionality of the analytical balance. Regarding the weights used, the Analytical Manual v3.7 clauses 10.12.2.3.1. and 10.12.2.3.2 state: "Weights used to performance check the balance shall be sent to a vendor for recertification every year. Laboratory weights shall be inspected after the annual recertification of the weights by performing an internal performance check. This is documented using form Weights Performance Check (LAB-012), or an equivalent method." At this time, the only 2 mg weight available to conduct the performance check is 1000150532, which is outside of its external calibration end date by 4 days (note that while the certificate states the due date is 12/02/2021, the end date is 12/31/2021 as described in the Analytical Manual 10.12.2.3.1). The 1 g and 5 g weights are within their external calibration date range. The other 2 mg weight (B615327969) has been externally calibrated by the vendor but has not yet been internally inspected with the Weights Performance Check.

### Comments/Resolution:

The balance performance check for the week of 01/03/2022 - 01/07/2022 will be conducted using the 2 mg weight 1000150532 along with the valid 1 g and 5 g weights.

**Signature:** Haley  
Melbourn

Digitally signed by Haley  
Melbourn  
Date: 2022.01.04  
10:40:20 -06'00'

**Supervisor Signature:** Dayong Lee

Digitally signed by  
Dayong Lee  
Date: 2022.01.04  
12:17:39 -06'00'