

<b>Method:</b> CAL-2 Revision: 1 Final Revision Date: 06/02/03	<b>Laboratory Instrument Calibration Method</b>	<b>INEOS Nitriles</b>
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## METHOD SUMMARY

To assure the accuracy of the Laboratory Analytical and Top Loading balances, periodic checks are made with working or NBS Traceable weights. At least once a year, unless otherwise specified by laboratory certification requirements, the balances should be calibrated and serviced (PM) by an outside vendor. The balances are checked with class 1 weights traceable to N. I. S. T. to ensure the performance is within original specifications. If the balance is not within original specifications it shall be removed from service until repaired.

## SAFETY

Acrylonitrile and acetonitrile are hazardous to the health and dangerous to handle. Use acrylonitrile and acetonitrile in a well ventilated hood. Review the MSDS for detailed information concerning toxicity, first aid procedures and safety precautions.

Refer to the appropriate safety section or site manual for the necessary protective equipment to use when handling any reagents or samples.

## APPARATUS AND REAGENTS

**Balances**, analytical and top loading  
**Weights**, NIST Class 1

## PROCEDURE

1. At least once a month, unless otherwise specified by laboratory certification requirements, each balance is checked with class 1 weights.

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These weights are traceable to N. I. S. T. Each balance is checked with two weights:

- Two place balances are checked with 10 gram and 200 gram weights.
  - Three and four place balances are checked with 1 gram and 100 gram weights.
  - Six place balances are checked with 1 gram and 20 gram weights.
2. Results of each calibration check are recorded in a Balance Calibration Logbook, to include the information shown in the attached Balance Verification Worksheet.
  3. At least once every 3 years, unless otherwise specified by laboratory certification requirements, the weights used for the monthly balance checks are sent to a metrology lab for certification (traceable to N. I. S. T.).
  4. The criteria for acceptance of the balance for use is as follows(unless otherwise specified by laboratory certification requirements): It must be within plus or minus 2 standard deviations of the mean established for the balance on both weights checked. If it is not it is rechecked. If the recheck is within the criteria the balance is used. If the recheck is still outside the limits the balance is removed from service until repaired. The criteria for each balance is recorded in the Balance Calibration Logbook.

