**Rules for the Balance room – Ø-131**

**Before using the balances users must be trained by Erik Glesne (Ø-132; erik.glesne@kjemi.uio.no)**

* The analytical balance (METTLER TOLEDO) can only be used for total weights up to 62/205 gram; see instructions “BOP – Analytical Balance”.
* The laboratory balance can be used for total weights below 3000 gram and for non-analytical purposes for weights below 205 g. See instruction “BOP – Laboratory Balance”.
* The room should be tidy at all time. This means:

 Clean up your mess

 Use the brush to remove any spills on the balance

 Remove any spills on table or from the floor

Only paper wipes, weighing paper, calculator, spatulas and “vibrabtor” should be on the table when you leave the room.

* For any questions or concerns, contact Erik Glesne (Ø-132; erik.glesne@kjemi.uio.no) or Anja O. Sjåstad (Ø-130).

**BOP for the analytical balance (METTLER TOLEDO)**

* The analytical balance can only be used for total weights up to 62/205 gram (d = 0.01/0.1mg)
* Assure that the balance is clean
* Tare the balance with the weighing paper/ship, by pushing the re-zero button
* Start adding the substance to the weighing paper/ship. Stop when wanted weight is achieved. Possibly correct the weight by carefully remove excess substance with the “vibrator” or a spatula.
* Push select 1 or select 2 button – balance door is closing
* Read off the weight
* Open balance door by pushing select 1 or select 2 button
* Remove the weighing paper/ship with the substance and assure the balance is clean
* Close the balance door

**BOP for the laboratory balance (SARTORIUS)**

* The laboratory balance can be used for total weights below 3000 gram and it is also used for low weights (below 205 g) for non-analytical purposes
* Assure that the balance is clean
* Turn on power by turning power handle (1) on left hand side of instrument down
* Tare the balance with the weighing paper/ship/other, by using wheels on right hand side (2 and 3). Make sure value is 0,0 g
* Start adding the substance to the weighing paper/ship.
* If within scale use upper right wheel (2) on right hand side and adjust so needle is positioned in centre of value bar stick
* If load to high:

Rotate upper wheel (4) on left hand side to you see the scale again. Follow point “if within scale”

* Unload balance, if needed set left wheel(4) back to 0, switch off power handle left hand side (1)
* Remove the weighing paper/ship with the substance and assure the balance is clean