

Title		Weighing of animals and materials	
SOP no	SOP_Viv_Eqp_Opr 2	Issue no	3
Issue date	23-06-2014	Revision date	24-06-2016
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1. COMPILATION AND AUTHORISATION

Action	Designated Person	Signature	Date
Compiled by:	Mrs A Fick	<i>A Fick</i>	20/06/2014
Authorised by:	Mr CJJ Bester	<i>CJJ Bester</i>	20.06/2014

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Controlled Document

2. DISTRIBUTION

Department	Name	Signature	Date
PCDDP QA Manager	L Scholtz	<i>L Scholtz</i>	24-06-2014
Head: Vivarium	CJJ Bester	<i>CJJ Bester</i>	24.06.2014

3. DOCUMENT HISTORY

Date	Issue no	Reason for revision
31-08-2012	Draft 1	First draft of SOP based on initial process
10-06-2013	1	First issue of SOP
17-02-2014	2	Addition of test principal
23-06-2014	3	Training Removed

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4. POLICY and OBJECTIVE

This SOP details the procedure for weighing animals, test substances, specimens, feed, etc. using calibrated weigh scales.

5. SCOPE

This SOP details the procedure for weighing animals, test substances, specimens, feed, etc. using calibrated weigh scales in the Vivarium.

6. REFERENCE DOCUMENTS

- Operator's Manual for the appropriate weigh scale
- SANS 10386:2008 The Care and Use of Animals for Scientific Purposes

7. ABBREVIATIONS and/or DEFINITIONS

Abbreviation	Description
GLP	Good laboratory practice
N/A	Not applicable
SOP	Standard operating procedure
SPF	Specific pathogen free
SANS	South African National Standard

8. RESPONSIBILITIES

This SOP must be followed by all people who have been assessed by the head of the Vivarium or designate, as fully competent to apply the procedure below following a period of training and experience. This SOP applies mainly to staff employed and researchers using the GLP facility. Staff in the process of gaining competence may undertake the procedure if supervised by a member of the GLP area who is fully competent in the procedure.

9. TEST PRINCIPAL

N/A

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10. MATERIALS and EQUIPMENT

- Weigh scale
- Log book for the appropriate weigh scale
- Operator's manual for the appropriate weigh scale
- Test weight for the appropriate weigh scale
- Data sheet for recording weights

11. SAFETY

Make sure the area for operating the weigh scale is clean and dry as electric shock is a hazard associated with operating any electrical equipment in a wet area. If the weigh scale is being used to weigh hazardous substances take all precautions to protect yourself from contact with the substance or fumes as appropriate for the substance being weighed. If animals are being weighed take precautions to avoid injury from the animal as with any animal handling procedure, some animals can become distressed from being isolated from other animals and being put into an unusual environment.

12. PROCEDURES

- 12.1. A copy of the operator's manual for each weigh scale will be kept with the weigh scale. Read the operator's manual for the weigh scale prior to use to become familiar with the operation and capabilities of the weigh scale you intend to use. If the copy accompanying the weigh scale is too worn, request a new copy of the manual from the archivist.
- 12.2. Confirm that the weigh scale is capable of weighing the intended item or animal i.e. capable of weighing to the required accuracy and capable of weighing within the range of weights required.
- 12.3. Confirm whether a calibrated weigh scale is required, and if so, that the weigh scale you intend to use has a current calibration. This will be obvious by a label attached to the weigh scale recording the date of the last calibration and the due date of the next calibration. If the scales are not within their calibration, their use can only be authorised by the GLP animal technician. This authorisation must be in writing. If the calibration is not current, inform the GLP animal technician who will organise for the calibration to be performed.
- 12.4. Ensure that there is a power source appropriate for the weigh scale at the intended weighing location.

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- 12.5. Select a suitable site for the weigh scale at the intended location taking care to select a dry, level site where the weigh scale is least likely to be disturbed by people or animal movements. Some weigh scales have a level indicator that is used in conjunction with leveling feet. This is achieved by adjusting the leveling feet until the air bubble is centered within the circle of the level indicator.
- 12.6. Some weigh scales are capable of adjustments to the resolution setting (see Operator's Manual). Ensure that the weigh scale is set to the most appropriate resolution setting for the intended weighing.
- 12.7. Prior to weighing the intended item/s verify that the weigh scale is operating correctly by weighing a test weight appropriate for the scales. Record the date and the weight of the test weight in the log book, or in the instance of the weigh scales being able to generate a print-out, record the date and the file number of the stored test weight record in the log book and store the weight and identification of the test weight in the weigh scale memory.
- 12.8. In the event of a test weight reading being inconsistent with the calibrated test weight record in the back of the log book, turn the weigh scale off and go through the set up procedure described in the Operator's Manual, paying particular attention to the sighting of the scales on a clean firm and level foundation. Reweigh the test weight as in section 11.7. If the reading is still inconsistent with the test weight entry in the back of the logbook, determine the degree of inaccuracy. If the degree of inaccuracy is greater than the acceptable degree of inaccuracy recorded in the back of the scales log book for that test weight, record the inaccuracy in the scales log book, and use an alternative weigh scale for the weighing or delay the weighing until the weigh scale has been repaired. Arrange for the repair of the weigh scale.
- 12.9. Zero the scale, and then proceed to weigh the intended item/s taking care to record the weight and identification of the items on the appropriate data sheet. In the case of the weigh scale being capable of generating a printout, the printout will become the raw data. When the object being weighed is removed from the platform, ensure the reading returns to zero before weighing the next object.
- 12.10. At the conclusion of weighing, reweigh the test weight used previously to confirm the weigh scale continues to operate accurately. When weighing large numbers (>25) it is recommended that the test weight be checked regularly. If the test weight records a weight not within the tolerance explained in Section 7.1.9 all objects/animals must be re-weighed and the test weight checked pre and post weighing. If the weigh scale

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is capable of generating a printout store the weight and identification of the test weight in the weigh scale memory.

- 12.11. If the weigh scale has a rechargeable battery, recharge the battery prior to putting the weigh scale away.
- 12.12. Ensure the data sheet for recording the weights is filled in and completed with the signature of the person carrying out the weighing and dated. In the instance of the weigh scale being able to generate a printout, print out the weights and the record of the test weight checks. Write on the printout the study number, a description of the weighing, and sign and date the printout. In the event of making corrections to a printout, write an explanation for the corrections on the printout.

13. ADDENDUM

N/A