
340.30**Evaluation and Maintenance of Scales****Overview**

Frequency All scales whether digital or mechanical need to be checked at least once a year against a standard by using test weights to make sure they are accurate. If a scale is found to be inaccurate, then it needs to be calibrated or replaced.

Digital scale calibration Digital scales need to be calibrated by a trained scale technician.

Upright balance beam scale calibration Upright balance beam scales must be calibrated on-site because shipping upsets the calibration. Local scale companies and some hospitals provide service for upright and portable balance beam scales.

Test weights A set of test weights is an allowable WIC expense.

Service and calibration of scales Scale companies will sometimes service portable scales purchased from them. The cost may vary depending on whether your agency has a service agreement, and whether the scales are calibrated on-site or shipped.

Cleaning of scales See Policy 360.65 for equipment cleaning procedures.

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