

## NATIONAL SCALE SERVICE

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### Packing and Shipping Lab Balances

1. Remove the weighing pan cover, weighing pan, floor plate and other devices installed in the weighing chamber. **Pack these pieces individually in 2 layers of bubble wrap** and tape the wrapping closed. Follow this same procedure for AC adapters and power cords. Please note that AC adapters and power cords are necessary to adequately evaluate the problem.
2. If the balance includes glass doors and they can't be removed, then tape them closed.
3. Examine the balance (refer to the operating instructions) and if necessary, re-install or tighten any shipping screws/retaining devices to prevent damage to the weighing mechanism during shipment.
4. If the floor plate is not removable, ensure it is securely in place and cannot come loose during shipment, even if the balance is inverted. Do NOT invert the balance to test the security of the floor plate.
5. Clean the unit of any loose debris or potential contaminants to our testing facility.
6. **Prepare and sign a Balance Repair Request form.** Because this form contains a *Declaration of Decontamination*, it MUST be included in a separate packing list envelope on the outside of the box or taped to the top of the balance.
7. Use a large box that will provide a **minimum of 3 inches** of space around the device for loose-fill packing material.
8. Place a padding of foam or Styrofoam (at least 1" thick) at the bottom of the box.
9. Place the balance in a large plastic bag to keep packing material out of the unit.
10. Ensure that there is **at least 3 inches** of clearance between the top of the balance and the top of the box.
11. Using generous amounts of loose-fill packing material fill all the spaces around the balance. Shake the box to cause the material to settle and add additional loose fill as necessary.
12. Place the small box containing all the items from step 1 above on top of the loose fill covering the balance. Add additional loose fill to completely cover all items within the box.
13. Optional but safest packing method: Double pack this box in another box that will provide 2 inches of space around the inner box. Fill all existing space between the inner and outer box with loose fill packing material.