	Title:	Tanita Body Composition Analyzer BF-350		
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	Effective Date:	2016-MAY-31		
Data Collection Site (DCS)	Version:	1.0	Number of Pages:	5

1.0 Purpose:

The purpose of this document is to describe the standardized procedure for performing the Tanita Body Composition Analyzer measurement.

2.0 Scope:

DCS staff will use this document when conducting the body composition measurement on participants.

3.0 Responsibilities:

DCS staff are responsible for performing the procedures as described in the current and approved version of the standard operating procedure.

4.0 Related Documents:

- Tanita Manual
- **SOP_DCS_0062** – Tanita Calibration and Maintenance

5.0 Definitions:

Not applicable

6.0 Equipment:

- Tanita Scale;
- AC Adapter; and,
- Dropper.

7.0 Supplies:

- Saline solution (0.90% w/v of NaCl) or water; and,
- Certainty Wipes.

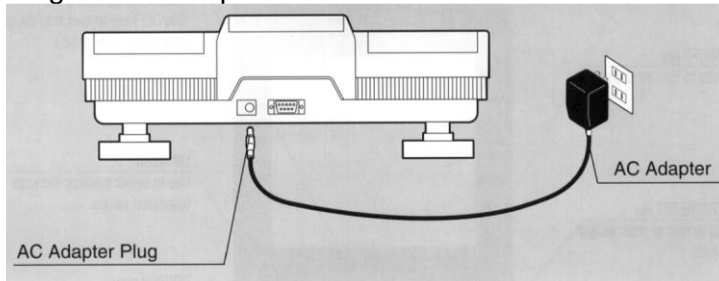
8.0 Procedure Steps:

Contraindications:

- Participant has pacemaker, defibrillator, cochlear implant or other internal medical devices.
- Unable to stand (unassisted).
- Unable to obtain the height measurement.
- Height greater than 249 cm or 7ft – 11.5 inches.
- Weight greater than 200 kg or 440 lb.

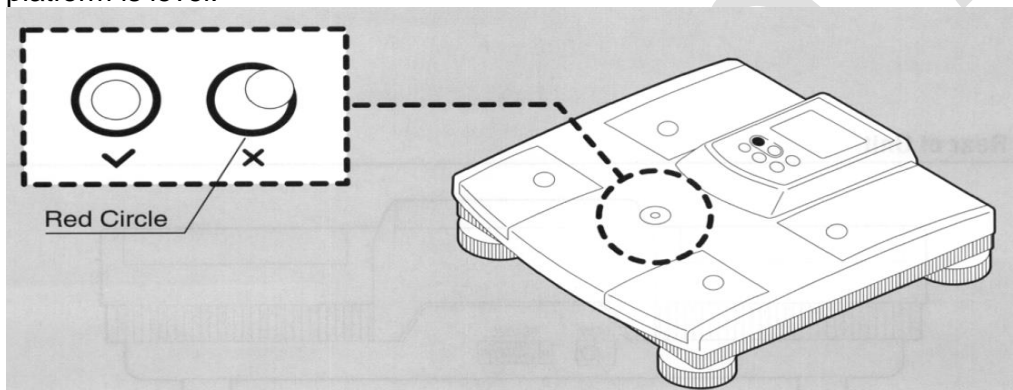
Setting up the Tanita:

Step 1: Plug the AC adapter into the back of the unit and into a power source.



Step 2: Using the Gauge Level on the Tanita, ensure that the air bubble is in the centre of the red circle.





If not adjust the feet on the bottom of the Tanita until the level gauge shows the platform is level.



Step 3: Press the [ON/OFF] key to turn the unit on. The entire display will flash for a few seconds, and then the “♂” gender symbol will flash.

Step 4: Select the appropriate Gender and Body Type icon by using the arrow keys.
[Note: Do not select just the gender but both gender and Body type at the same time]

NOTE: Athletic Mode is for participants who exercise at least 10 hours a week consistently for at least 6 months OR have a resting heart rate of approximately ≤ 60 BPM OR have been fit for years but currently exercise less than 10 hours per week.

-  : Standard Male
-  : Standard Female
-  : Athletic Male
-  : Athletic Female

Step 5: Select **SET** to confirm gender and body type selection.

Step 6: Press and hold the arrow keys to scroll up or down to the participant's current age.

Step 7: Press **SET** to confirm the age selection.

Step 8: If cm unit is not displayed press the **kg.lb** key to change height measurement settings.

Step 9: Press and hold the arrow keys to scroll up or down to the participant's current height.

Step 10: Press **SET** to confirm the height selection.

NOTE: If a mistake is made during information entry, turn the unit off and return to **Step 3**.

Performing Participant Measurement

Step 11: At the *Interview Tab* in Onyx, look for *Body Composition and Weight* in the list of stages. Then select **Start** in that row.

Step 12: Enter the Interview ID barcode, click **Continue**, then **Next**.

Step 13: Answer the questions in Onyx, click **Next**.

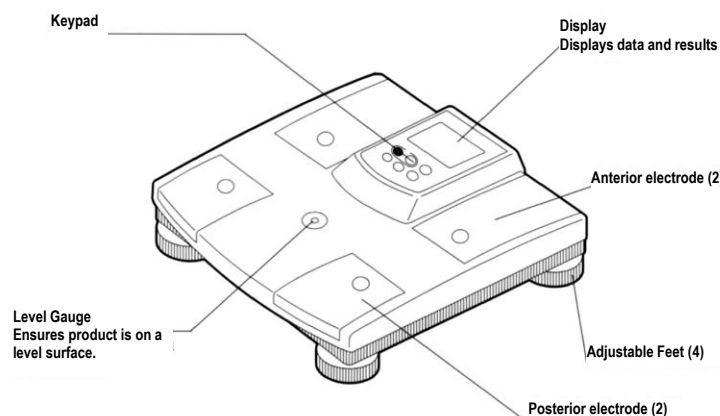
Step 14: Instruct the participant to remove socks and shoes.

NOTE: If participant is wearing thin nylons or has excessively calloused feet, add a drop (0.5cc or 0.017 oz) of liquid (saline solution, water) in the center of each electrode for accurate results.

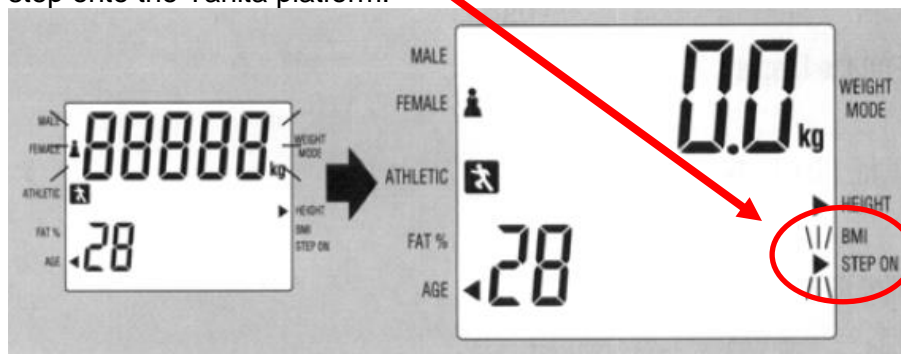


Step 15: Tell the participant that you would like them to stand facing forward:

- With both feet flat on the surface of the electrodes.
- With the heels of their feet placed directly on top of the posterior (back) electrode and the front part of their foot on the anterior (front) electrode.
- Participant's feet should be free of excess dirt.
- Keeping as still as possible.
- With their knees as straight as possible.
- If participant is wearing shorts or a skirt their bare thighs cannot be in contact. If they are, ask the participant to hold their own dry towel between their legs.



Step 16: On the display when the cursor next to STEP ON flashes ask the participant to step onto the Tanita platform.



Step 17: Once stabilized, body weight will appear on the top portion of the display.

Step 18: The downward arrow symbols ▼▼▼▼ that appear on the bottom portion of the display indicate % body fat is being measured. These marks will disappear one by one as a successful measurement is taken.

NOTE: This should take approximately 10 seconds.

If a participant is not standing still on the platform the measurement values will remain unstable. If the measurement value is unstable for too long error message "E-16" will be displayed and the unit will turn off. If this occurs, turn the unit back on and return to **Step 3**.

NOTE: If ▼▼▼▼ marks fail to disappear completely ensure that:

- Both feet are properly placed on the correct electrode;
- The participant is either barefoot or that the proper amount of saline conductor is used.

Results

Step 19: The unit will emit two short beeps, at which time the participant may step carefully off the weighing platform.

Step 20: The participant's weight appears on the top portion of the display, % body fat appears on the lower half.



Step 21: Manually enter participants **Weight (in kg)** and body fat percentage into the Onyx stage.

NOTE: Results will remain on the display for **approximately 30 seconds** after which the scale will automatically reset. Press any key (other than ON/OFF) to reset the scale before 30 seconds.

Step 22: Press Zero/Reset button, then Repeat **Steps 4 – 10**, using the second height measurement.

Step 23: Then repeat **step 14-20**, to re-measure the weight and body fat percentage.

Step 24: In Onyx, press **Next**, and **Finish**.

Step 25: Wipe down the platform of the Tanita.

9.0 Documentation and Forms:

- **CRF_DCS_0061** – Tanita Body Composition Analyzer Case Report Form

10.0 References:

- Tanita Body Composition Analyzer BF-350 Instruction Manual

F1 Revision History:

New Version #	Revision Date	Revision Author	Content Approval
Summary of Revisions			