

**Indiana WIC Program
Indiana State Department of Health**

Purchasing Anthropometric Equipment

Policy

The local agency shall follow established guidelines for purchasing anthropometric equipment.

Authority

US Health & Human Services: Health Resources and Service Administration (HRSA), Maternal and Child Bureau. Growth Chart Training: Accurately Weighing and Measuring Infants, Children and Adolescents: Equipment

Procedures

- I. Equipment must be constructed of durable material (e.g. plastic) with no sharp edges or unfinished parts.
- II. Length and height equipment
 - A. Recumbent board for length
 1. is a firm, flat horizontal surface with a measuring tape in 1/8 inch increments;
 2. has an immovable headpiece at a right angle to the board that is permanent; and
 3. has a smoothly moveable foot piece that is perpendicular to the tape.
 - B. Standing equipment for height
 1. Stadiometer
 - a. may be permanently attached to a wall or portable;
 - b. has a firm, flat vertical surface with a measuring tape in 1/8 inch increments; and
 - c. has a headpiece that moves smoothly, perpendicular to the tape and can be brought into contact with the top of the head.

2. Measuring tape with headpiece
 - a. tape is made of a non-stretchable material and is clearly marked to $\frac{1}{8}$ inch or less;
 - b. tape is permanently attached to a firm flat, vertical surface (entire tape mounted on a board or attached to a wall without floor molding);
 - c. zero mark on tape must be at foot level (or place according to manufacturing guidelines); and
 - d. durable right-angle headpiece, made specifically for use with a wall-mounted measuring tape.

III. Weight equipment

A. Infant scales

1. balance beam or digital style;
2. easily calibrated;
3. infant tray is large enough to accommodate infants up to 12 months of age; and
4. accurately measures to an increment of 1 ounce or less.

B. Adult scales

1. balance beam or digital style;
2. easily calibrated;
3. accurately measures to an increment of $\frac{1}{4}$ pound or less; and
4. weighing capacity should be at least 350 pounds.

C. Balance beam scales must have a zero balance mechanism.

D. Digital scales must have a lock-in weight feature, and low battery indicator or automatic shut-off.

E. Bathroom scales are NOT allowed.

IV. Annual calibration of all weighing equipment

- A. Local agencies sponsored by a hospital may use hospital calibration processes.
- B. All other local agencies must use the Division of Weights and Measures.
- C. Documentation of calibration must be retained in the local agency.