

Dissolved Oxygen Meter Annual “Check-up” Checklist 2020

Lake Stewards of Maine (LSM) and Maine DEP (DEP) will check the condition and operation of your dissolved oxygen meter at no charge at this year’s annual **MeterFest**, and will conduct routine maintenance to the extent possible. We will also test the equipment in the lab and evaluate the performance of the meter.

Because of challenges raised from COVID-19 and the implementation of social distancing, MeterFest will be a bit different than other years. In order to reduce transmission of the virus, **all meters must be shipped to the Department of Environmental Protection office in Augusta.** The last page of this document has shipping labels to use when sending your DO Meter to DEP. Note that different DEP addresses are used depending on what entity you use for shipping. **There is also a return shipping label that you MUST fill out and include with your meter so it can be sent back to you.**

YOU MUST FILL OUT THE APPROPRIATE LABELS WITH YOUR INFORMATION.

The form below must also be completed prior to sending in your dissolved oxygen meters to Maine DEP. Include this completed form with your equipment, in addition to your return shipping label. The check-up will only be possible if you do **ALL** of the following (*please check the boxes to indicate that the following have been completed*):

- Label the meter and carrying case with your name, and contact information.
- Enter your name: _____
- Enter your email: _____
- Enter your telephone number: _____
- Enter the meter’s make and model: _____
- Indicate any known problems with the unit: _____

- Include the operating manual in the packing box. *We receive many different models and types of meters. While we are familiar with most, some are less familiar, and an operation manual may not be immediately available to us.*
- Replace any old batteries with a new set. We are unable to provide new batteries, without which we cannot check your meter. In addition, include one extra set of batteries, just in case.

It is VERY IMPORTANT that you prepare your meter for use. Your meter should be sent with fresh batteries, fresh electrolyte, and a membrane cap already INSTALLED, and in the condition that the equipment would be in if you were preparing to monitor your lake.

The only exception to this requirement, is if you have determined that the electrodes in your probe are significantly discoloured (oxidized). In such a case, please provide us with a note indicating such, and put a **DRY** membrane/membrane cap on the probe loosely, without electrolyte. **You must also provide a bottle of electrolyte solution and a packet of membranes or box containing membrane caps, whichever is used on your probe.**

- Pack your meter carefully in a STURDY box that can be used to send the meter back to you.**
- Insure the unit.** *We cannot and do not assume any liability for equipment that is damaged in transit.*
- Include the completed mailing address label so that we can send your meter back to you.** *This label is at the bottom of this page.*
- Include this completed form with your meter,** and make a copy of it for your records.
- Notify us that your meter is being shipped by emailing Tristan@LakeStewardsME.org or calling the office (207) 783-7733.**

If we have parts on hand that are essential to make your meter operational, we will install these, and may charge you or your organization for costs up to \$50.

We will only be able to check your meter if you've completed the above steps.

Thank you!

Please see page 3 for shipping/ mailing labels.

Use one of these two labels to send your meter to DEP, depending on which shipping entity you use.

UPS or FedEx SHIPPING Label



From:

TO: Linda Bacon
Maine DEP
28 Tyson Drive
Augusta, ME 04330

United States Postal Service MAILING Label:



From:

TO: Linda Bacon
Maine DEP
17 SHS
Augusta, ME 04333

COMPLETE this shipping label so your DO Meter may be sent back to you. STREET ADDRESSES ONLY!

RETURN UPS SHIPPING Label



From: Linda Bacon
Maine DEP
17 SHS
Augusta, ME 04333

TO:

