

## Dissolved Oxygen Meter Annual “Check-up” Checklist 2022

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 2022 will be similar to the ‘20 and ‘21 approach. In order to reduce transmission of the virus, **all meters must be shipped to the Department of Environmental Protection office in Augusta, preferably such that they arrive the week of April 4<sup>th</sup>.**

Because it is more expensive to ship/insure a large, heavy package, ***please send only*** your meter/probe (*appropriately padded*), and, a large Ziploc baggie with your name on it containing: 1) instruction manual, 2) batteries, 3) membranes & 4) solution, **in a well-padded, sturdy cardboard box. PLEASE keep your case home!** We only have a limited amount of funds to cover postage, and extra, non-essential weight adds to the cost. *We cannot and do not assume any liability for equipment that is damaged in transit but will do our best to return it packed as it arrived.*

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. Please also note that DEP prefers that you use UPS or FedEx, if possible. **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 will also be asked to send in the first few profiles you collect again.**

**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 Ziploc bag 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: \_\_\_\_\_

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- 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 the probe electrodes are significantly discolored (oxidized). In such a case, please provide us with a note indicating such, and put the dried probe-end of the cable in a sandwich baggie to protect it from dust. **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 on page 3. Please **do not** use a tiny return-address label for this label.
- 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](mailto:Tristan@LakeStewardsME.org) (preferred) or by calling 207-783-7733.

Meters may also be dropped off at DEP in Augusta. Contact Linda Bacon if you'd like to make arrangements at [linda.c.bacon@maine.gov](mailto:linda.c.bacon@maine.gov) or 207-441-0462.

*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. If a replacement probe is required, we will contact you to discuss options; last year most opted to order the probe and have it shipped directly to DEP for installation.*

**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. DEP prefers that you use UPS or FedEx.**

**UPS or FedEx SHIPPING Label**



From:

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**TO:** Linda Bacon  
Maine DEP  
7 Chimney Loop,  
Augusta, ME 04330

**United States Postal Service MAILING Label:**



From:

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**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!**  
Please write large enough to read from 4 feet away!

**RETURN UPS SHIPPING Label**



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

**TO:**

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