

# Dissolved Oxygen Meter Annual “Check-up” Checklist 2025

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.

**All meters must arrive prior to April 9<sup>th</sup>.** This year we have one shipping option and five drop-off locations: the LSM office in Auburn, the Augusta DEP office, the Presque Isle DEP office, the Portland DEP office, and the Penobscot County Soil & Water Conservation District (SWCD) in Bangor. **To take advantage of any of these options**, please notify Tristan by emailing [tristan@LakeStewardsME.org](mailto:tristan@LakeStewardsME.org) (preferred) or by calling 207-518-8660. If this timeline can’t be met, please contact Tristan.

## ***If dropping off...***

At the **LSM office or at the SWCD office**, Tristan will work out the best time for you to do so.

At a **DEP office**, in addition to notifying Tristan, please contact Linda Bacon at [linda.c.bacon@maine.gov](mailto:linda.c.bacon@maine.gov) or by calling 207-441-0462 for details.

**All meters will be available for both drop-off and pickup at one of these locations.**

## ***If shipping...***

To cut down on shipping expense and hassle, please send **ONLY your meter** (*appropriately padded*) and a large Ziploc baggie with your name on it filled with 1) **instruction manual**, 2) **new batteries**, and 3) **membranes & solution (if an old-style meter)**, 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 the Augusta DEP office. Note that different DEP addresses are used depending on what entity you use for shipping. **Please complete the return shipping label and include with it your meter so it can be sent back to you.**

## **YOU MUST FILL OUT THE APPROPRIATE LABELS WITH YOUR INFORMATION.**

**It is VERY IMPORTANT that you prepare your meter for use. Your meter should be sent with fresh batteries, properly prepared probe (fresh electrolyte and newly installed membrane cap, unless you have an optical meter), and a wet sponge. Essentially, the meter should be ready to monitor your lake.**

**The only exception to this requirement is if the probe electrode is 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.**

**The form on page 2 must also be completed prior to sending in your dissolved oxygen meters.**

**Include this completed form with your equipment.** The check-up will only be possible if you do **ALL** of the following (please check the boxes to indicate it has been completed):

- ☐ **Label the meter and Ziploc bag with your name, and contact information.**
- ☐ **Name:** \_\_\_\_\_
- ☐ **Lake:** \_\_\_\_\_
- ☐ **email:** \_\_\_\_\_
- ☐ **Telephone number:** \_\_\_\_\_
- ☐ **Meter 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 new batteries, just in case. If you have a meter that is rechargeable, be sure it is fully charged and include the charging cable.**

### ***If shipping also...***

- ☐ **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 a completed return mailing address label in large print so that we can send your meter back to you (page 3). Please do not stick on a tiny return-address label as the fine print is not appreciated by the shipping entities.**
- ☐ **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 207-713-1770.**

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

**RETURN UPS SHIPPING Label**



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

**TO:**

\_\_\_\_\_

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\_\_\_\_\_