

# Dissolved Oxygen Meter Annual “Check-Up” Checklist 2026

Lake Stewards of Maine (LSM) and Maine Department of Environmental Protection (DEP) will inspect and evaluate your dissolved oxygen (DO) meter at no charge during MeterFest. We will assess meter performance, conduct routine maintenance (when possible), and test equipment in the lab.

**ALL METERS MUST ARRIVE PRIOR TO APRIL 9.**

**For both drop-off and shipping, you MUST notify Lake Stewards of Maine:**

- Email (preferred): [stewards@lakestewardsme.org?subject=Meterfest2026](mailto:stewards@lakestewardsme.org?subject=Meterfest2026) Subject: MeterFest2026
- Phone: 207-783-7733

If you cannot meet the deadline, please contact Tristan immediately.

## Drop-Off

**Meters dropped off at SWCD and Presque Isle and Portland DEP offices must be dropped off by April 1.**

Please call ahead to ensure your drop off location is open. In addition, if dropping off at a DEP location, you MUST also notify **Jeremy Deeds** | [jeremy.deeds@maine.gov](mailto:jeremy.deeds@maine.gov) | 207-446-1473

- **DEP Office – Augusta**  
28 Tyson Drive  
Augusta, ME 04333
- **DEP Office – Presque Isle**  
1235 Central Drive  
Presque Isle, ME 04769
- **DEP Office – Portland**  
312 Canco Road  
Portland, ME 04103
- **York County Soil & Water Conservation District**  
21 Bradeen Street, Suite 104  
Springvale, ME 04083  
Phone: 207-324-0888 x214
- **Penobscot County Soil & Water Conservation District**  
1423 Broadway, Suite 2  
Bangor, ME 04401  
Phone: 207-990-3676 x3
- **LSM Office**  
24 Maple Hill Road  
Auburn, ME 04210

*Meters may be picked up at the same location where dropped off. Discuss with LSM.*

## If Shipping Your Meter

**SEND ONLY YOUR METER (leave your case at home).**

- Pack meter securely in a sturdy, reusable box.
- New batteries (already installed)
- Include a labeled sealable plastic bag (name and contact info in permanent marker on bag) with:
  - Operating manual
  - One extra new set of batteries
  - Extra membranes & electrolyte (if applicable) – You should have 1 powdered solution bottle and at least two replacement membranes / membrane caps in case there are issues with them.
- Rechargeable units must be fully charged; include charging cable.

*We cannot assume liability for equipment damaged in transit. Please insure your shipment.*

## Meter Preparation Requirements

### **YOUR METER MUST ARRIVE READY FOR USE.**

- Fresh batteries installed.
- Probe properly prepared (fresh electrolyte & new membrane cap unless optical).
- Wet sponge included (*check and make sure it is not moldy!*)

If the probe electrode is significantly oxidized:

- Include written note describing condition.
- Place dried probe-end in sandwich bag.
- Include electrolyte and membranes/membrane caps.

## Required Submission Form (Include with Meter)

### **YOUR METER CANNOT BE CHECKED WITHOUT THIS COMPLETED FORM.**

Contact Name: \_\_\_\_\_

Lake / Lake Association: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

Meter Make & Model: \_\_\_\_\_ Year of Meter: \_\_\_\_\_

Known Problems: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Final Checklist

- ☐ Meter and Ziploc bag labeled with your name and contact information.
- ☐ New batteries installed + extra set included.
- ☐ Meter packed securely in sturdy box.
- ☐ Shipment insured (if mailing).
- ☐ Large-print return shipping label included (street address only).
- ☐ Completed form included (keep a copy for your records).
- ☐ LSM notified when meter ships.

If essential parts are needed to make your meter operational, we may install them and charge up to \$50. If a replacement probe is required, we will contact you to discuss options.

**Meters will only be evaluated if ALL steps above are completed.**

## Shipping 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:
_____
_____
_____
<b>TO:</b> Jeremy Deeds Maine DEP 28 Tyson Drive Augusta, ME 04330

**United States Postal Service MAILING Label:**



From:
_____
_____
_____
<b>TO:</b> Jeremy Deeds Maine DEP 17 SHS Augusta, ME 04333

**YOU MUST 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**



<b>From:</b> Jeremy Deeds Maine DEP 17 SHS Augusta, ME 04333
<b>TO:</b>
_____
_____
_____