



Dissolved Oxygen Meter Annual “Check-up” Checklist

The Maine Volunteer Lake Monitoring Program and Maine 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 on the unit to the extent possible. We will also test the equipment in the lab and analyze the results.

This checklist must be completed prior to sending dissolved oxygen meters to the VLMP/Maine DEP. Include this completed checklist with your equipment when mailing or dropping off. The check-up will only be possible if you do ALL of the following (*please check squares to indicate that the following have been done/provided*):

- Label the meter and carrying case with your name, and contact information.
- Enter your name, email, and telephone number: _____
- Enter make and meter model: _____
- Indicate any known problems with the unit: _____
- Include the operating manual.** 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.
- VERY IMPORTANT: Prepare your meter for use: This means that your meter should arrive with fresh batteries, fresh electrolyte and membrane cap INSTALLED, and in the condition that the equipment would be in if you were preparing to monitor your lake.** An exception to this requirement: If you have determined that the electrodes in your probe are significantly discolored (oxidized), please provide us with a note indicating such, and put a DRY membrane/membrane cap on the probe loosely, without electrolyte.
- Provide a bottle of electrolyte solution and a packet of membranes, or two membrane caps, whichever is used on your probe.**
- Pack your meter carefully, and insure the unit if you are mailing it to us.** *We assume no liability for equipment that is damaged in transit.*
- Include this completed form with your meter,** and make a copy for yourself/your records.

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 you intend to drop off your meter, you must call in advance to make sure someone is available to receive it. Meters can be dropped off at the VLMP, in care of Scott Williams, 24 Maple Hill Rd, Auburn, ME 04210 (783-7733) or at the Maine DEP, in care of Linda Bacon, 17 State House Station, Augusta, ME 04333 (441-0462).

If you intend to mail the meter, you must contact us prior to sending the unit so that the meter is not left unattended once delivered. Whether mailed, or dropped off, meters should be packed carefully and insured.

We will only be able to check your meter if you’ve completed these steps. Thank you!