

**Florida Department of Environmental Protection
Division of Environmental Assessment and Restoration
Water Quality Monitoring Program**



**Apple iPhone and Apple iPad
Operations Manual**

**WQMP Tablet Taskforce /
WQMP Survey123 Maintenance Group**

April 2026

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Device Specifications (Apple iPhone 13 Pro Max, 13, 14 Plus, 16, and 16e)¹

The iPhone 13 Pro Max, 13, 14 Plus, 16, and 16e all share the fundamental Apple ecosystem experience, featuring OLED (organic light-emitting diode) Super Retina XDR (extreme dynamic range) displays, Face ID, and durable IP68 water resistance. While they differ in cameras and performance, they all support iOS 26.x and utilize lightning (13, 14 Plus) or USB-C (16, 16e) for fast charging, MagSafe, and similar basic, flat-edged design languages.²

- **Display Technology:** All models utilize OLED screens with high pixel density, HDR10 support, and similar peak brightness levels (ranging from 1200-2000 nits).
- **Safety & Security:** All models feature Face ID for secure authentication.
- **Build & Durability:** All models are rated for IP68 dust and water resistance, featuring durable glass backs.
- **Charging & Connectivity:** They support MagSafe wireless charging, 5G cellular connectivity, and fast charging capabilities.
- **Operating System:** All support the latest iOS versions 26.x, ensuring a similar, familiar user experience.
- **Size Tiers:** The 13 Pro Max and 14 Plus share a similar 6.7-inch form factor. The 13, 16, and 16e share a 6.1-inch form factor, though with different bezels, cameras, and ports.
- **Camera Features:** All, at minimum, feature a dual-camera system (main and ultra-wide) with capabilities like Night Mode, Photographic Styles, and Cinematic Mode.

External Buttons and Connectors

1. Front camera
2. Side button
3. Charging connector
4. SIM tray
5. Volume buttons
6. Ring/Silent switch
7. Rear cameras
8. Flash
9. LiDAR Scanner

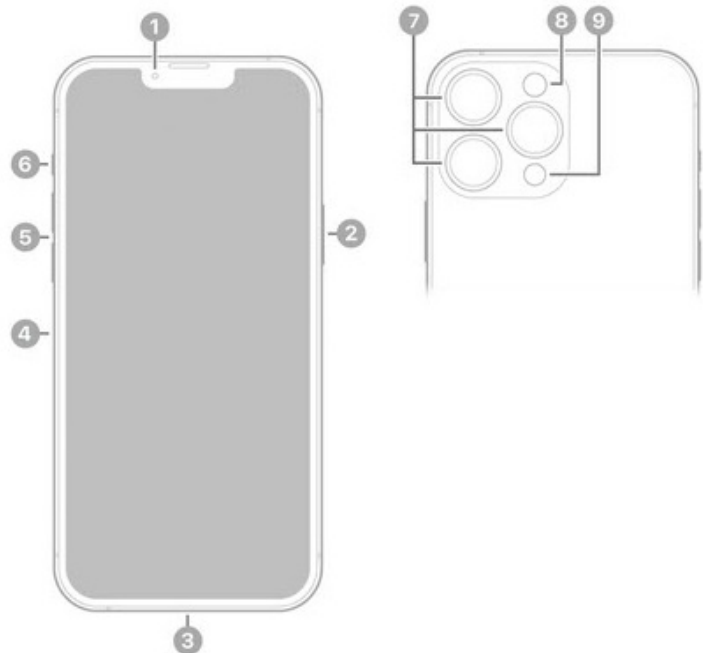


Figure 1: Example Phone Layout (iPhone 13 Pro Max)

Device Specifications (Apple iPad Pro 11-inch, 4th Generation)³

- **Display:** 11" Liquid Retina, 2388×1668, 264 ppi, 600 nits, ProMotion (120Hz), True Tone, P3 wide color
- **Chip:** Apple M2 (8-core CPU, 10-core GPU, 16-core Neural Engine, 3.49 GHz)
- **RAM:** 8GB
- **Storage:** 128GB
- **Cameras:**
 - **Rear:** 12MP Wide (f/1.8), 10MP Ultra Wide (f/2.4), LiDAR scanner
 - **Front:** 12MP Ultra Wide (f/2.4), Center Stage, Face ID
- **Connectivity:** USB-C with Thunderbolt/USB 4, Wi-Fi 6E, 5G (mmWave & sub-6GHz), Bluetooth 5.3
- **Audio:** Four-speaker system, five-mic array
- **Battery:** Up to 10 hours web use (Wi-Fi), 9 hours (cellular)
- **OS:** iPadOS 26.x

Buttons and Connectors

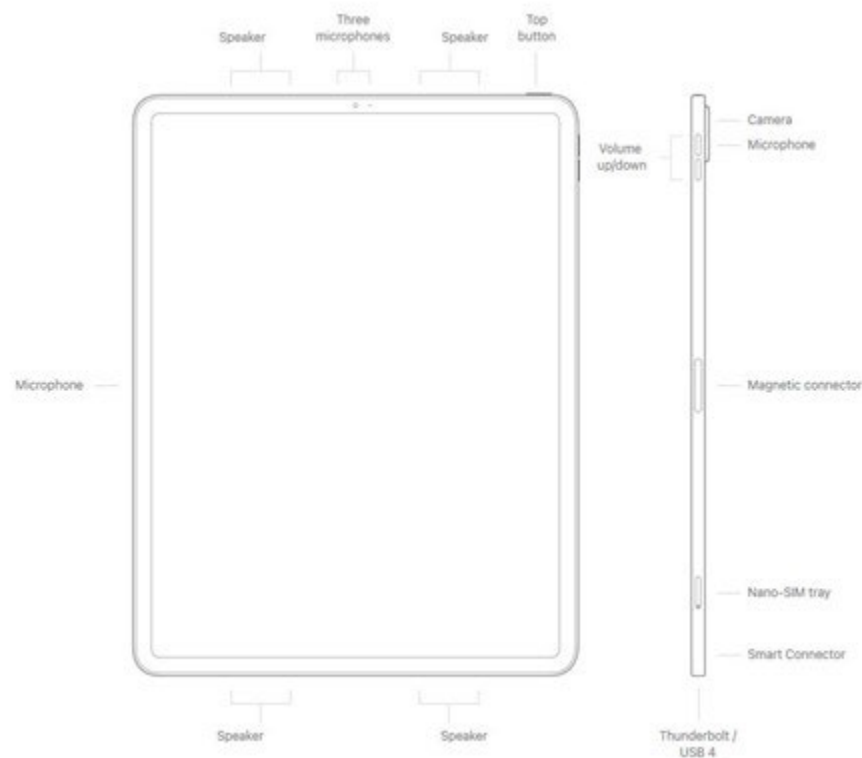


Figure 2. iPad layout.

Initial Set Up

Insert the SIM Card into the Device.

For iPads, the SIM card slot is located on the side of the device, near the bottom. Use the small metal tool included in the box to open the SIM card slot.

Please note that iPhones no longer require a physical SIM card to be inserted.

Install Waterproof Protective Case

The iPhone 13 Pro Max has an ingress protection rating of IP68 (device is protected against dust and can withstand being submerged in up to 1.5m of water for up to 30min). Use of an IP68 rated case is recommended to provide an additional layer of protection from environmental hazards (dust, water, impact, etc.). Follow manufacturer's instructions for case installation, use and maintenance.

The iPad Pro devices do not have an ingress protection rating and are not waterproof. Use of an IP68 rated case is required to protect the device from environmental hazards (dust, water, impact, etc.). Follow manufacturer's instructions for case installation, use and maintenance.

Charge the Device

Fully charge the device before turning it on. The device comes with a charger cube/head and a USB-C to Lightning cable for iPhone devices and USB-C to USB-C cables for iPad devices. Plug the included charging cube/head into an outlet and connect the appropriate Apple cable into the charging cube/head. Once these are connected, plug the other end of the appropriate cable into the charging port of your iPhone or iPad.

Caution: Only use Apple-approved charging devices. Improper handling of the charging port, as well as the use of an incompatible charger, may cause shock or fire, damage to the device and void warranty.

Turning the Device On and Off

Press and hold the **Side Button** for iPhones (Figure 1) and **Top Button** for iPads (Figure 2) to turn **On** devices.

Press and hold both the Side Button and one of the Volume Buttons (for iPhone) or the Top Button and one of the volume Buttons (for iPad) to turn **Off** the device. The device can also be turned **Off** in the setting app (select **Settings**→**General**→**Shut Down**).

Configure the Device

When initially turning on the device, individuals will be prompted to conduct preliminary configuration. Individuals will be instructed to select a language and whether they would like to choose a **Quick Start** or to **Set Up Manually**. Users should select Set Up Manually if this is the first DEP Apple device they are setting up.

Connect to Wi-Fi

Open the Settings options by tapping on the Settings icon. Find and click **Wi-Fi** to open up wi-fi settings. Click on the appropriate DEP Wi-Fi option if they are available and sign in with your DEP username and password.

Set Up Passcode

It is mandated to enable screen lock features to increase the security of the device. Users should select either the “Four – Digit passcode”, “Custom Numeric Code”, or “Custom Alphanumeric Code” option and choose a code that is at least 4-characters long. When the device is not in use, individuals are asked to lock the screen. Press the **Side Button** for iPhones (Figure 1) and **Top Button** for iPads (Figure 2) to **Lock** devices.

To unlock, users can press the **Side Button** for iPhones (Figure 1) and **Top Button** for iPads (Figure 2) and then enter password to unlock devices. Settings can also be customized for users to set up **Tap to Wake** which would allow users to simply tap on the screen of a device to wake it.

Biometric options for locking the device (Face ID and Touch ID) should not be used on DEP mobile devices.

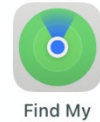
Creating Apple ID for New User/Device

Users will be prompted with several options on whether device will be set up from preexisting Apple ID accounts. Select **Don’t Transfer Apps & Data**. On the following screen select **Forgot password or don’t have an Apple ID?** Next, select the option **Create a Free Apple ID**. You will then be given an option to enter an email to assign your Apple ID. Enter your DEP email to set as the email associated with your Apple ID. Any security issues with accessing or unlocking your account can then be done using your DEP email. Establish a password for the mobile device that is different from the DEP network account, and share with supervisor in case recovery is needed.

Turn on “Find My” App

Users can locate lost or stolen devices with the Find My app.

Go to **Settings**→**[your name]**→**Find My**→**Find My**→**Find My [Device]** →**Toggle Find My [Device] on**



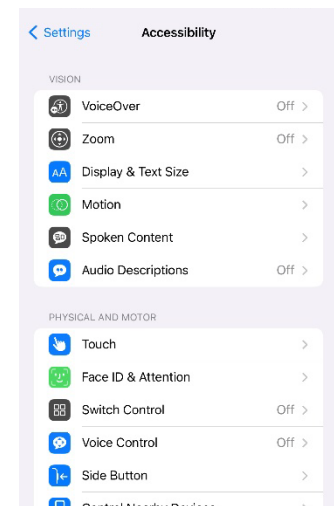
Customization of iPhone Device ⁴

Examples below are provided for iOS version 26.x. Please ensure you are operating on the most up to date iOS version. Instructions for other iOS versions are available from the iPhone User Guide⁴. Users can access instructions for older versions using the on-screen menus within the guide.

Use Built-in Accessibility Features

iPhone provides many accessibility features to support your vision, physical and motor, hearing, speech and cognitive accessibility. Change text appearance, make it easier to use the touchscreen, and more.

To customize these settings, go to **Settings**→**Accessibility**.



Choose Sounds and Vibrations

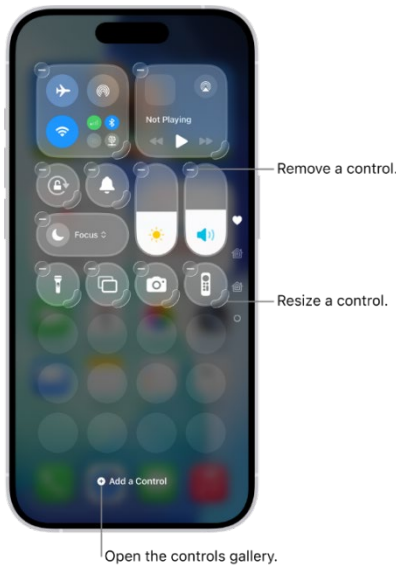
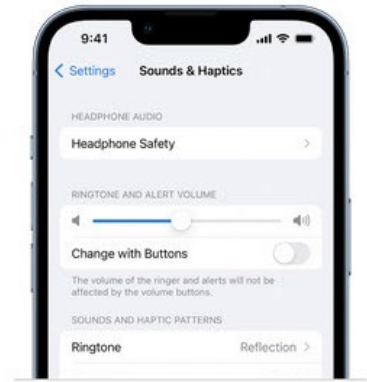
iPhone can play different sounds and vibrations for phone calls, calendar alerts, and other notifications.

Go to **Settings** → **Sounds** You can also change the sounds iPhone plays for certain people; in the **Contacts** app, select a person's name, tap **Edit**, then tap **Ringtone**.

Add Widgets to your Home Screen

Widgets let you easily see the information that's most important to you, like the current weather and upcoming calendar events. You can customize app icons and widgets on the Home Screen by changing their color, adding a tint, making them larger or smaller, and more.

To add a widget, touch and hold the background on any Home Screen page until the apps juggle, tap **Edit** at the top of the screen, then choose **Customize**.



Customizing the Control Center

Some iPhone features – like the flashlight, timer, or calculator – are just a swipe away in the Control Center. To quickly open the Control Center, swipe down from the top-right edge. You can add more features – like the alarm or magnifier – to Control Center by tapping “+” at the top left of Control Center to begin editing the controls.

Available edits:

- **Rearrange controls:** Drag a control to a new position.
- **Remove a control or a set of controls:** Tap “-“ at the upper left of the control.
- **Resize a control:** Drag the handle at the lower right of the control.
- **Create a new section of controls:** Tap the bottommost icon (the little circle) along the right edge of the screen, then tap **Add a Control**, and choose which controls to add to your custom group. You can also drag a control off the bottom of the page to create a new section.
- **Add more controls:** Tap “Add a Control” at the bottom of the screen to open the controls gallery, then tap a control to add it to Control Center.

Personalizing your Lock Screen

You can showcase a favorite photo, add filters, widgets, and even change the font of the date and time. You can also create more than one Lock Screen.

To get started, press the side button on your iPhone two times, touch and hold the Lock Screen, then tap “+” at the bottom of the screen. Browse the gallery of options, then tap one to customize its appearance. When you've created a Lock Screen that you like, tap **Add** or **Done**, then tap **Set as Wallpaper** Pair or **Customize Home Screen**.

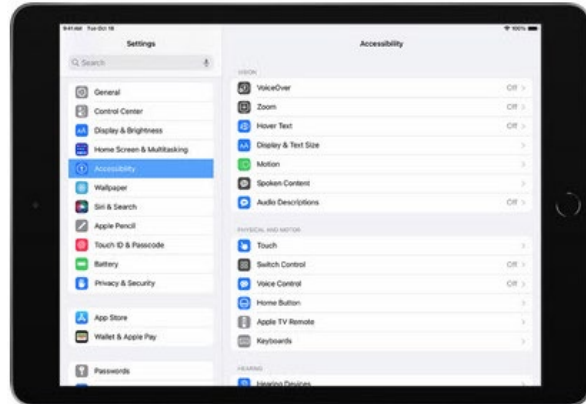


Customization of iPad Device ⁵

Examples below are provided for iOS 26.x. Please ensure you are operating on the most up to date iOS version. Instructions for other iOS versions are available from the iPad User Guide⁵. Users can access instructions for older versions using the on-screen menus within the guide.

Use Built-in Accessibility Features

iPad provides many accessibility features to support your vision, mobility, hearing, speech, and cognitive needs. Change text size, make it easier to use the touchscreen, control iPad with just your voice, and more. To customize these settings, go to the **Settings** → **Accessibility**.



Add Widgets to your Home Screen

Widgets help you easily see the information that's most important to you, like the current weather and upcoming calendar events.

To add a widget, touch and hold the background on any Home Screen page until the apps jiggle, tap **Edit**, tap **Customize**, then choose from the different appearance options, and tap **Add Widget**. To make apps bigger or smaller, grab the bottom right of the widget icon and drag to the appropriate size.



Set a Photo as your Wallpaper

You can set the background of your Home Screen or Lock Screen to display a favorite photo.

Go to **Settings** → **Wallpaper** → **Add New Wallpaper**.


Do one of the following:

- Tap a button at the top of the wallpaper gallery—for example, Photos, Photo Shuffle, Live Photo, and so on—to design your wallpaper with a photo, an emoji pattern, a picture of your local weather, and more. OR
- Choose wallpaper from one of the featured sets (Collections, Astronomy, Weather, and so on).



Tap one of the wallpaper options, then to make additional changes to the Lock Screen.

Tap **Add**, then choose one of the following:

- *Choose whether to use the wallpaper on both the Lock Screen and Home Screen:* Tap Set as Wallpaper Pair. OR
- *Make further changes to the Home Screen:* Tap Customize Home Screen. Tap a color to change the wallpaper color, tap the photo icon  to use a custom photo, or select Blur to blur the wallpaper so the apps stand out.

Apple Tips App

Users are also encouraged to explore the Apple TIPS app. The TIPS app will give users a tour of the many features of the Apple Device they are using.



Application Management and Use

Applications to Download

The device will come with many applications that will or can be utilized by samplers. With this being stated, several apps need to be downloaded from the App Store which will assist users with field data collection. In order to keep applications functioning correctly, please be sure to update apps daily or turn on **App Updates** located in the App Store settings under **Automatic Downloads**.



Necessary Apps:

- Survey123 for ArcGIS
- Field Maps for ArcGIS
- Bad Elf Flex (required when using Bad Elf external GNSS (Global Navigation Satellite System) receivers)

Microsoft Office Apps:

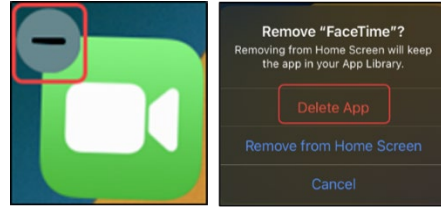
- Word
- Excel
- PowerPoint
- OneDrive
- Outlook
- Teams

Additional Apps:

- Firefox/Mozilla/Chrome (Web Browsers)
- Adobe Acrobat Reader
- Compass (useful when taking direction photos)
- Google Maps/Waze (Navigation)
- Organic Maps Offline Hike Bike (useful for navigation in areas with no cellular data signal)
- Google Earth
- NOAA Tide & Currents
- AccuWeather/Wunderground (Weather Apps)
- GoCanvas (if required for sampling wells owned by other agencies)

Remove Unnecessary Applications

Remove any pre-installed applications that are not needed for environmental data collection activities. To remove an application, long press the application icon and wait for the minus sign to appear in the upper left corner. Click the minus sign, then select the option to remove the application.



Use of text messaging and social media applications is not permitted on DEP mobile devices. Please remove any pre-installed applications in these categories (e.g., FaceTime, Messages).

Priority Application Login

After the above listed applications are downloaded to the device, three primarily utilized applications must be logged into, before data collection commences. Within the Microsoft Office Suite, **OneDrive** will need to be logged into. Two additional applications must be logged into as well, **Field Maps for ArcGIS** and **Survey123 for ArcGIS**.

Field Maps for ArcGIS Login

Users will need to navigate to their Field Maps for ArcGIS widget. Upon opening the application, users will be required to sign in. Select "**Sign in with ArcGIS Online**" (Figure 3), then select "**Your ArcGIS organization's URL**". The application is searching for the Organization URL. Users need to type "**FDEP**" into the sign-in box. The app will provide an auto-filled item <http://fdep.maps.arcgis.com>, which the user can tap as demonstrated by the following image (Figure 4). Click "**Using Your FloridaDEP Account**". This should redirect the user to a login page as shown below (Figure 5). Please note that while trying to log into ArcGIS credentials while connected to DEP Wi-fi network may pose issues with signing in. Make sure you are not connected to your District's Wi-fi network when signing into ArcGIS apps. Users will then login with their "**organizational account**" (name@FloridaDEP.gov) as they would on their desktop/laptop.



Figure 3. Field Maps App Login

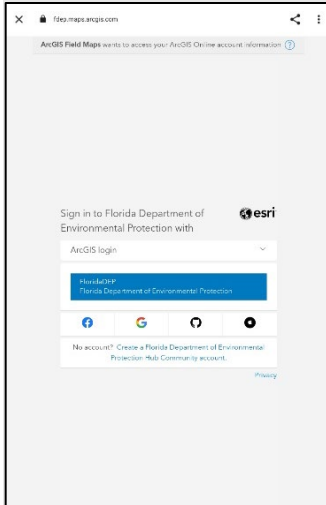


Figure 4. Field Maps App FDEP Account

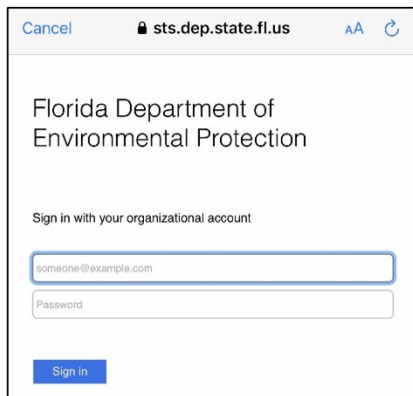


Figure 5: Field Maps App User Login

Survey123 for ArcGIS Login

Users will need to navigate to their Survey123 for ArcGIS widget. Upon opening the application, users will be required to sign in. Select "**Sign in with ArcGIS Online**", then select "**Your ArcGIS organization's URL**". Enter "**FDEP**" as the organization. These steps are illustrated below (Figure 6). After entering the organization URL, a button with the organization name will appear. Click the organization name to proceed to the final step and login with the user's "**organizational account**" (name@FloridaDEP.gov) as they would on their desktop/laptop. The final step is illustrated in Figure 5 located above.

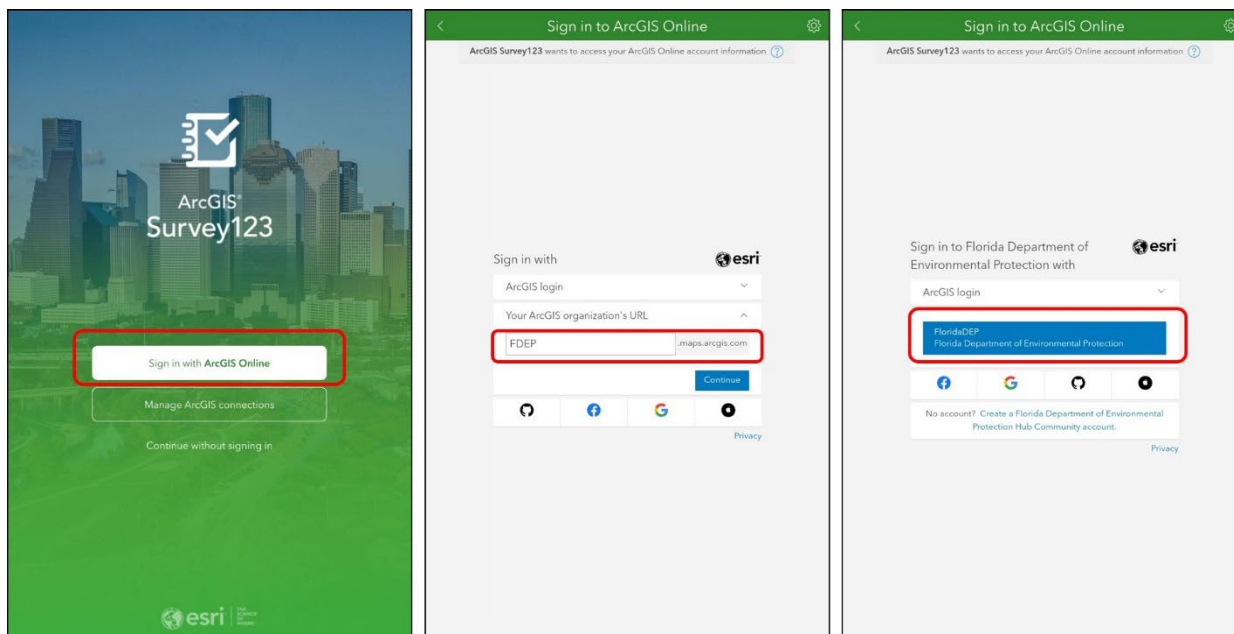


Figure 6: Survey123 for ArcGIS Sign in

Contact Param.Maharaj@FloridaDEP.gov if you have any questions about application login.

Strategic Monitoring Program and Other DEAR Surface Water Special Project Sampling

Ensure that the ArcGIS applications, Field Maps and Survey123, are both installed and logged into using the appropriate ArcGIS account credentials prior to sampling. Please refer to the **Priority Application Login** chapter for details.

Navigate to the Survey123 App widget and open it. Within the Survey123 App, select the download surveys option from the menu in the upper right corner. Users will be able to select the “*DEAR 2021 SMP Field Sheet*” survey from the list of available surveys. Once the surveys are downloaded, they will appear in the “My Survey123” section on the main app screen. **If users are not able to download this survey, please contact Meghan.Maly@FloridaDEP.gov.**

Navigate to the Field Maps App widget and open it. From the home screen of the Field Maps application, open the group folder for **DEAR Tablet Users** and locate the “**Collector Map for SMP**”. **If you are unable to access the map, please contact Meghan.Maly@FloridaDEP.gov.** Open “Collector Map For SMP” then open “Layers” by tapping the layers icon, top right of screen, to inspect which layers are selected. To use the navigation feature within Field Maps, verify that the layer “WinStations” is selected. This layer is updated routinely to reflect new or updated stations in the Watershed Information Network (WIN) for the Regional Operation Centers (ROC) organization IDs. The layers “Stations_ThisYr” (Strategic Monitoring Plan stations for the current year) and “HAB_STA” (Harmful algal bloom stations) can also be selected from this view.

For all layers (WinStations, HAB_STA, and Stations_ThisYr), users will be able to zoom out until they see the region in which their sampling stations are located. Click on the desired sampling station. In the

pop-up window for the selected station, click on the “**Open in Survey123**” link. You can also tap the direction symbol at bottom left of the screen or scroll to bottom and click on “Directions” to open your navigation app to help you navigate to the site. If navigating in a vessel, the “compass” symbol button, or scrolling to the bottom and clicking “Compass”, is useful for straight line navigation (i.e on the water or where no roads exist). Refer to Figure 7.

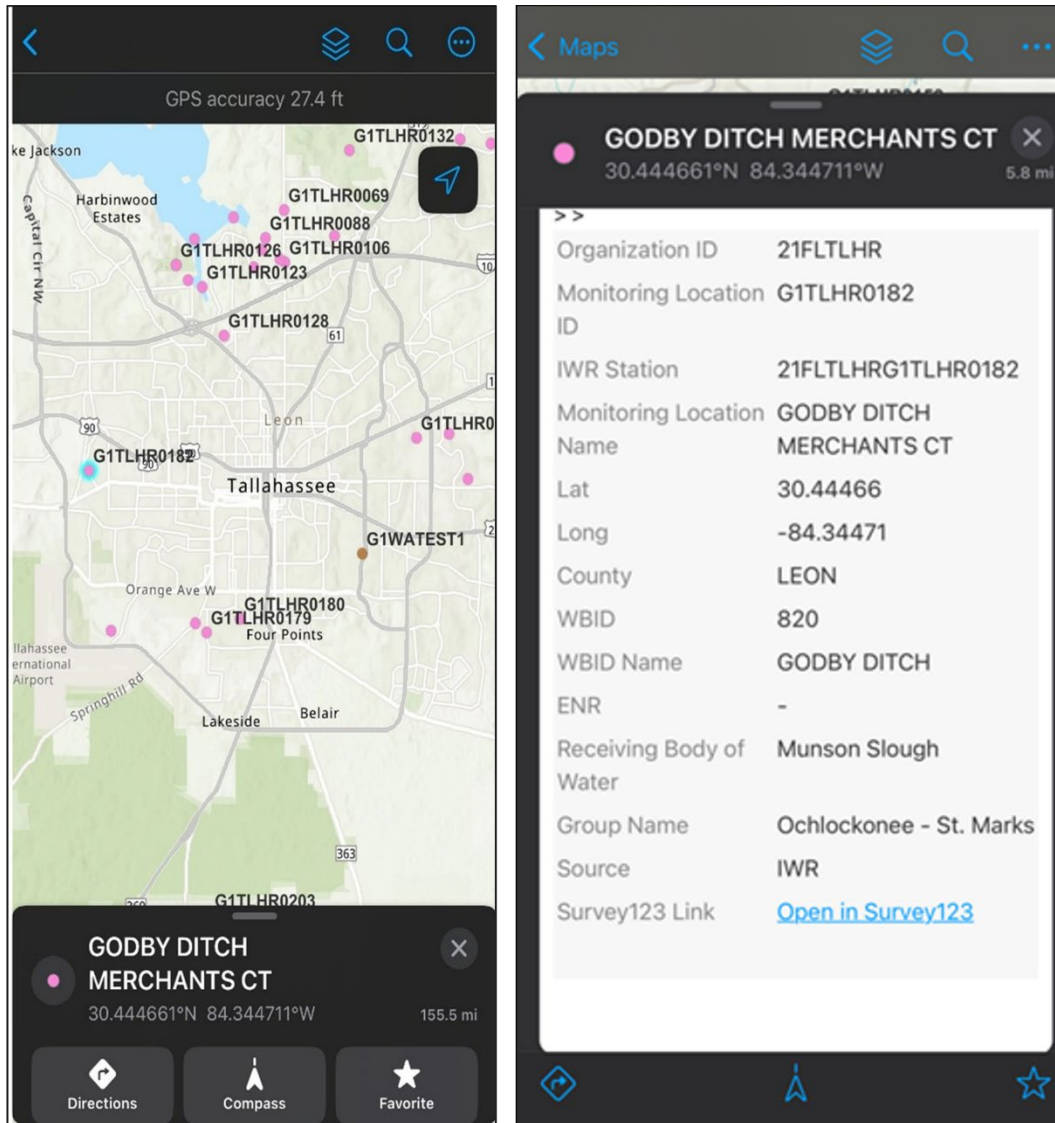


Figure 7: Open Survey123 Application from Field Maps

This will open the Survey123 application on the user’s device, and automatically begin a download of the SMP sampling survey titled “*DEAR Surface Water Monitoring*”. If the sampling station was in “*Collector Map for SMP*” this process will also prepopulate the survey with the station’s information within the survey. The user is asked to complete the survey. Anything noted with a red asterisk is a required field within the survey.

Once the survey is submitted, a field sheet and chain of custody will be generated and saved within the DEAR Teams Channel on SharePoint. The pathway is as follows: **Documents>Field Documentation>Sheets_To_Be_Processed>DEAR_SMP_and_Surface_Water_Projects.**

The survey will automatically be converted to a different digital field sheet formatted as a PDF. The filename will use the following nomenclature: ***RQ_WINID_MMDDYY***. In the same direction and methodology, a separate file will be made. This will be a chain of custody using the following nomenclature: ***RQ_Coversheet_complete***.

DEP users will be able to access the SharePoint site described above using the OneDrive mobile application. Within the OneDrive application, select **Libraries** from the main menu. Search the available libraries for “DEAR” and select **Division of Environmental Assessment and Restoration (DEAR)**, then proceed to navigate to the **Documents>Field Documentation>Sheets_To_Be_Processed>DEAR_SMP_and_Surface_Water_Projects** subfolder.

A chain of custody will be generated and named after each survey submission. If the user collects more samples under the same RQ and team, an updated chain of custody will be generated and saved over the previous version of the file.

Once all samples are collected, samplers will review their field sheets, add signatures if they are missing, email the required documentation to the DEP laboratory and save the files on **\\floridadep\data\DEAR\DEAR_Common\Dear Sampling File Storage** under the current year and their respective ORG ID. The Scans_to_be_Processed folder is the space where samplers may download their documents while they are still in review.

Status & Trend Networks Sampling

Ensure that the ArcGIS applications, Field Maps and Survey123, are both installed and logged into using the appropriate ArcGIS account credentials prior to sampling. Please refer to the **Priority Application Login** chapter for details. If you will be using a Bad Elf External GNSS receiver for navigation and location data collection (required for all Status Network stations; required annually for Surface Water Trend stations), ensure that the receiver is set as the location provider in both Field Maps and Survey123 (refer to the [Watershed Monitoring Section GNSS Basics Manual](#) for additional instructions).

Navigate to the Survey123 App widget and open it. Within the Survey123 App, select the download surveys option from the menu in the upper right corner. Users will be able to select the “*FL DEP Status and Trend Networks – Surface Water*” and “*FL DEP Status and Trend Networks – Groundwater*” surveys from the list of available surveys. Once the surveys are downloaded, they will appear in the “My Survey123” section on the main app screen. **If users are not able to download these surveys, please contact Stephanie.Sundermanbarnes@FloridaDEP.gov.**

Navigate to the Field Maps App widget and open it. From the home screen of the Field Maps application, open the group folder for **DEAR Tablet Users** and locate the **Status and Trend Networks Navigation Map**. **If you are unable to access the map, please contact Stephanie.Sundermanbarnes@FloridaDEP.gov.** To use the map in areas without a reliable cellular data connection, it is necessary to download a portion of the map for offline use while the mobile device is connected to a cellular data or Wi-Fi network. Select the more options (three horizontal dots) icon for the Status and Trend Networks Navigation Map, then select Add Offline Area (Figure 8). Options for defining the area and level of details to download will be displayed.

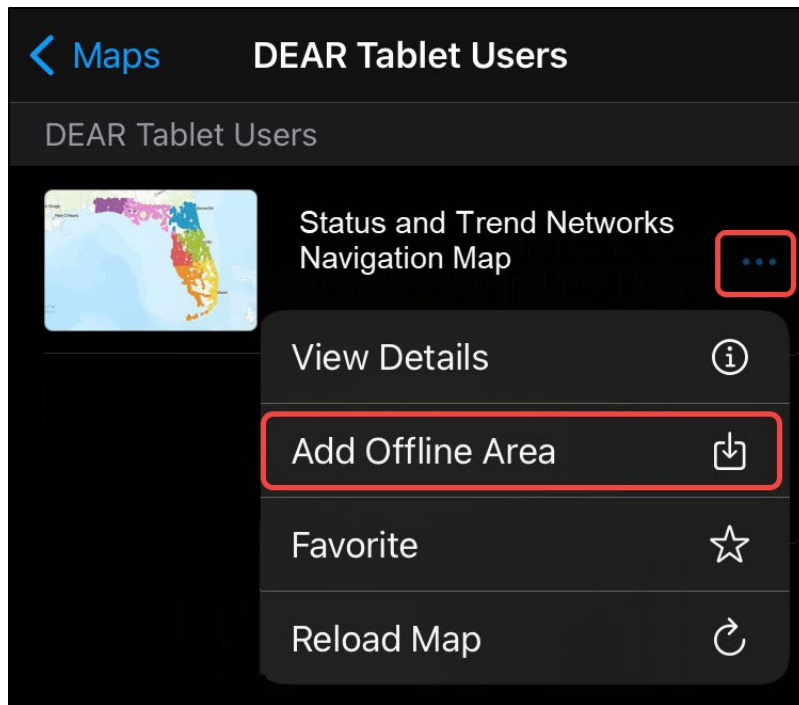


Figure 8. Screenshot of Field Maps group folder showing the Add Offline Area tool for the Status and Trend Networks Navigation Map.

Open the map or one of the downloaded offline areas by clicking on its corresponding map icon or title. Use the Layers menu to change the visibility for all station layers in the map. Separate layers are used to display the station or random site locations for each major project (Surface Water Trend Network, Groundwater Trend Network, and each of the seven Status Network resources).

Use the Search tool to select a specific station or random site location on the map. The Status and Trend Networks layers can be searched by station name, GWIS Station ID / WIN ID, Status Network random site location (e.g. Z3-CN-18001), or FLUWID (Florida Unique Well Identification) tag number. A station or random site location can also be selected by tapping on the corresponding point marker on the map.

When a station or random site location is selected, the pop-up window within the map will display details about the selected feature and provide a link for opening the corresponding Survey123 form for data collection. Tools for navigation are available within the pop-up window. Select the Directions button to obtain driving directions to the selected location using Apple Maps or Google Maps. Select the Compass button to display the straight-line distance and bearing from the GNSS unit's current location to the selected point. Use of the compass-style directions is recommended when navigating in a boat or when driving or walking in an off-road area.

After arriving at the selected station, click on the “**Open in Survey123**” link in the pop-up window for that station. This will open the Survey123 application on the user’s device. Within the Survey123 application, the survey that corresponds to the type of sampling being performed (surface water or groundwater) will open and the selected station’s details will be pre-populated in the form. Users are then presented with a series of questions to be completed at a single station. Anything noted with a red asterisk is a required field within the survey. Responses to these questions are often used to populate lists of choices for other questions that follow (e.g. responses to questions about collection agency are used to populate lists of choices for team member names and sampling equipment).

Once the survey is submitted, a field sheet and custody sheet will be populated and saved within the DEAR Teams Channel on SharePoint. The pathway is as follows: **Documents>Field Documentation>Sheets_To_Be_Processed>Status_and_Trend_Networks**. These documents will automatically be converted to PDF file format. The field sheet filename will use the following nomenclature: *ProjectName_FieldID_MMDDYYYY*. The custody sheet will use the following nomenclature: *RQ_MMDDYYYY_FieldStaff1_CustodySheet*. A custody sheet will be generated and named after each survey submission. If the user collects more samples under the same RQ /date/Fieldstaff, an updated custody sheet will be generated and saved over the previous version of the file.

DEP users will be able to access the SharePoint site described above using the OneDrive mobile application. Within the OneDrive application, select **Libraries** from the main menu. Search the available libraries for “DEAR” and select **Division of Environmental Assessment and Restoration (DEAR)**, then proceed to navigate to the **Documents \ Field Documentation \ Sheets_To_Be_Processed \ Status_and_Trend_Networks** subfolder.

Non-DEP sampling teams will not have access to DEP SharePoint. For these teams, a copy of the field sheets and custody sheets will be emailed to the field staff. **If non-DEP users are not receiving these emails, please contact Stephanie.Sundermanbarnes@FloridaDEP.gov.**

Each day, once all samples are collected, field staff will review their field sheets and custody sheets, add signatures if they are missing, email the required documentation to the DEP laboratory and transfer documentation to a more permanent storage location on the DEP file share server (e.g. `\\floridadep\data\DEAR\DEAR_Common\Dear Sampling File Storage\YYYY\21FLGW\Sheets_to_be_Processed`). If samples were collected from multiple RQs on the same day, a separate custody sheet PDF is required for each RQ.

Other DEAR Projects and Associated Activities

Algal Bloom Site Visits

Station locations for the Harmful Algal Bloom Survey are displayed on the **Collector Map for SMP** field map. To locate this map, open the Field Maps application and then open the group folder for **DEAR Tablet Users**. This list is usually updated each Friday.

To access the Survey123 form for Harmful Algal Blooms, open the Survey123 application, select the download surveys option from the menu in the upper right corner, and select “*FL Algal Bloom Site Visits V2022.3.16*”(version number may be different.) Once the survey form is downloaded, it will appear in the “My Survey123” section on the main app screen. **If users are not able to download the form, please contact Thomas.Balkcom@FloridaDEP.gov.**

Be sure to select your collecting agency and site visit type (Routine or Bloom Response) as data entry options may change based on these selections.

When a Survey123 response is submitted, a field sheet and custody sheet will be populated and saved within the DEAR Teams Channel on SharePoint as PDF files. The pathway is as follows: **Documents>Field Documentation>Sheets_To_Be_Processed>Algal_Bloom_Site_Visits**. The field sheet filename will use the following nomenclature: *RQ_(FieldID or StationName)_MMDDYYYY*.

Groundwater Special Projects

Station locations for groundwater special projects are displayed on the **DEAR Groundwater Special Projects Navigation Map**. To locate this map, open the Field Maps application and then open the group

folder for **DEAR Tablet Users**. Offline areas can be added for this map following the same process described above for Status and Trend Networks projects.

To access the Survey123 form for Groundwater Special Projects, open the Survey123 application, select the download surveys option from the menu in the upper right corner, and select “*DEAR Groundwater Special Projects.*” Once the survey form is downloaded, it will appear in the “My Survey123” section on the main app screen. **If users are not able to download the form, please contact Stephanie.Sundermanbarnes@FloridaDEP.gov.**

When a Survey123 response is submitted, a field sheet and custody sheet will be populated and saved within the DEAR Teams Channel on SharePoint as PDF files. The pathway is as follows: **Documents>Field**

Documentation>Sheets_To_Be_Processed>DEAR_Groundwater_Special_Projects. The field sheet filename will use the following nomenclature: *ProjectName_FieldID_StationName_MMDDYYYY*. The custody sheet will use the following nomenclature: *RQ_MMDDYYYY_FieldStaff1_CustodySheet*. If a user collects more samples under the same RQ /date/FieldStaff, an updated custody sheet will be generated and saved over the previous version of the file.

Equipment Cleaning

To access the Survey123 form for documenting equipment cleaning activities, open the Survey123 application, select the download surveys option from the menu in the upper right corner, and select “*DEAR ROC Equipment Cleaning.*” Once the survey form is downloaded, it will appear in the “My Survey123” section on the main app screen. **If users are not able to download the form, please contact Stephanie.Sundermanbarnes@FloridaDEP.gov.**

Users can also document information about equipment cleaning activities performed in the field using the *On-Site Equipment Cleaning* section of the “*FL DEP Status and Trend Networks – Surface Water*” or “*FL DEP Status and Trend Networks – Groundwater*” Survey123 forms.

When a Survey123 response containing equipment cleaning information is received, entries will be automatically added to the cleaning log Excel spreadsheet for the corresponding ROC. These spreadsheets are located within the DEAR Teams Channel on SharePoint. The pathway is as follows: **Documents>Field Documentation>DEAR_Log_Books.**

Temperature Sensor Verification

To access the Survey123 form for temperature sensor verification, open the Survey123 application, select the download surveys option from the menu in the upper right corner, and select “*DEAR ROC Temperature Verification.*” Once the survey form is downloaded, it will appear in the “My Survey123” section on the main app screen. **If users are not able to download the form, please contact Stephanie.Sundermanbarnes@FloridaDEP.gov.**

When a Survey123 response is submitted, entries will be automatically added to the temperature verification log Excel spreadsheet for the corresponding ROC. These spreadsheets are located within the DEAR Teams Channel on SharePoint. The pathway is as follows: **Documents>Field Documentation>DEAR_Log_Books.**

Depth Sensor Verification

To access the Survey123 form for depth sensor verification, open the Survey123 application, select the download surveys option from the menu in the upper right corner, and select “*DEAR ROC Depth Sensor*”

Verification.” Once the survey form is downloaded, it will appear in the “My Survey123” section on the main app screen. **If users are not able to download the form, please contact Stephanie.Sundermanbarnes@FloridaDEP.gov.**

When a Survey123 response is submitted, entries will be automatically added to the depth sensor verification log Excel spreadsheet for the corresponding ROC. These spreadsheets are located within the DEAR Teams Channel on SharePoint. The pathway is as follows: **Documents>Field Documentation>DEAR_Log_Books.**

Maintenance Requests for Electronic Forms

To access the Survey123 form for submitting maintenance requests for DEAR electronic forms and associated processes, open the Survey123 application, select the download surveys option from the menu in the upper right corner, and select “*Maintenance Request for Electronic Forms (DEAR WQMP)*” Once the survey form is downloaded, it will appear in the “My Survey123” section on the main app screen. **If users are not able to download the form, please contact Stephanie.Sundermanbarnes@FloridaDEP.gov.**

When a Survey123 response is submitted, entries will be automatically added to the WQMP_Survey123_Maintenance_Request_Log Excel spreadsheet. This spreadsheet is located in the shared OneDrive folder for the WQMP Survey123 Maintenance group. The pathway is as follows: **Shared OneDrive folders>WQMP Survey123 Maintenance.**

Endnotes

- ¹ iPhone 13 Pro Max – Technical specifications (<https://support.apple.com/kb/SP848>; accessed 2/25/2026)
- ² Summary of iPhone features generated by Google Gemini (<https://gemini.google.com>), 2/6/2026.
- ³ iPad Pro – Technical Specifications (<https://www.apple.com/ipad-pro/specs/>; accessed 2/25/2026).
- ⁴ iPhone User Guide (<https://support.apple.com/guide/iphone/welcome/ios>; accessed 2/25/2026).
- ⁵ iPad User Guide (<https://support.apple.com/guide/ipad/welcome/ipados>; accessed 2/25/2026).