

Standard Operating Procedure (SOP)

Float Plan Submission and Management System

1. Purpose

The purpose of the Float Plan Submission and Management System is to enhance staff safety and operational awareness for all field activities conducted on the water. This system provides a standardized, centralized method for documenting trip plans, tracking active field operations, and confirming safe completion of trips.

By requiring staff to submit and update float plans, supervisors and designated staff can:

- Know who is on the water, where they are operating, and when they are expected to return
- Maintain real-time situational awareness of active field operations
- Rapidly respond in the event of an emergency, overdue return, or unexpected incident
- Improve coordination, accountability, and safety oversight across field operations

This system is designed to reduce response time during emergencies, ensure that accurate, up-to-date information is available whenever staff are working on the water, and be easy for staff to use.

2. Scope

This SOP applies to all staff conducting field operations on the water who are required to submit a float plan. It also applies to supervisors and managers responsible for monitoring active float plans and responding to potential safety issues.

The float plan entry system may be accessed using:

- **The Survey123 mobile application (for field and mobile users) preferred method**, or
 - The web-based float plan form (for office or desktop users)
-

3. Responsibilities

Field Staff

- Submit a float plan **before** beginning any on-water activity
- Ensure all fields are completed accurately
- Update the float plan if plans change (location, timing, crew, etc.)
- Mark the float plan as **Completed / Off Water** immediately after returning safely to your launch point

Supervisors / Managers

- Monitor active float plans using the management interface
- Review float plan information for situational awareness
- Follow up on overdue or concerning float plans
- Initiate response actions when a safety concern or emergency is identified

Program / System Administrators

- Maintain access to the system
 - Ensure documentation and guidance materials remain current
 - Support users with access or technical issues
-

4. System Overview

The Float Plan System consists of:

- A standardized digital form for submitting and editing float plans
- A live management view showing active and completed float plans
- Automatic updates when users submit or modify their plans

Float plans include:

- Trip date and expected return time to your launch point
 - Crew information
 - General operating area
 - Emergency contacts
 - Vessel or equipment information (if applicable)
 - Current trip status (e.g., Initiated, Completed / Off Water)
-

5. Procedures

5.1 Submitting and Editing a Float Plan (Mobile)

Staff using a mobile device shall follow the procedures outlined in:

“How to Submit and Edit a Float Plan Using the Survey123 Mobile App” provided in this SOP

This document provides step-by-step instructions for:

- Downloading the app
- Opening the Survey123 app
- Logging into app
- Submitting a new float plan
- Editing an existing float plan
- Updating the trip status to Completed / Off Water

5.2 Submitting and Editing a Float Plan (Web)

Staff using a desktop or laptop computer shall follow the procedures outlined in:

“How to Submit and Edit a Float Plan Using the Web Form” Provided in this SOP

This document provides step-by-step instructions for:

- Accessing the web form
 - Submitting a new float plan
 - Editing an existing float plan
 - Updating the trip status to Completed / Off Water
-

6. Operational Requirements

- A float plan must be submitted before any on-water work begins
 - Any significant change in plans must be updated in the system as soon as practical
 - As network connection allows upon safely returning from the field, staff must update the float plan status to indicate completion
 - Failure to close out a float plan will trigger follow-up by supervisors
-

7. Safety and Response

The Float Plan System is a critical safety tool. It enables supervisors and designated staff to:

- Identify who is currently on the water
- Detect overdue or potentially at-risk field operations
- Quickly provide accurate information to emergency responders if needed

In the event a float plan indicates a potential safety concern (e.g., overdue return, loss of contact, or reported incident), supervisors should follow established emergency or escalation procedures for their program or division.

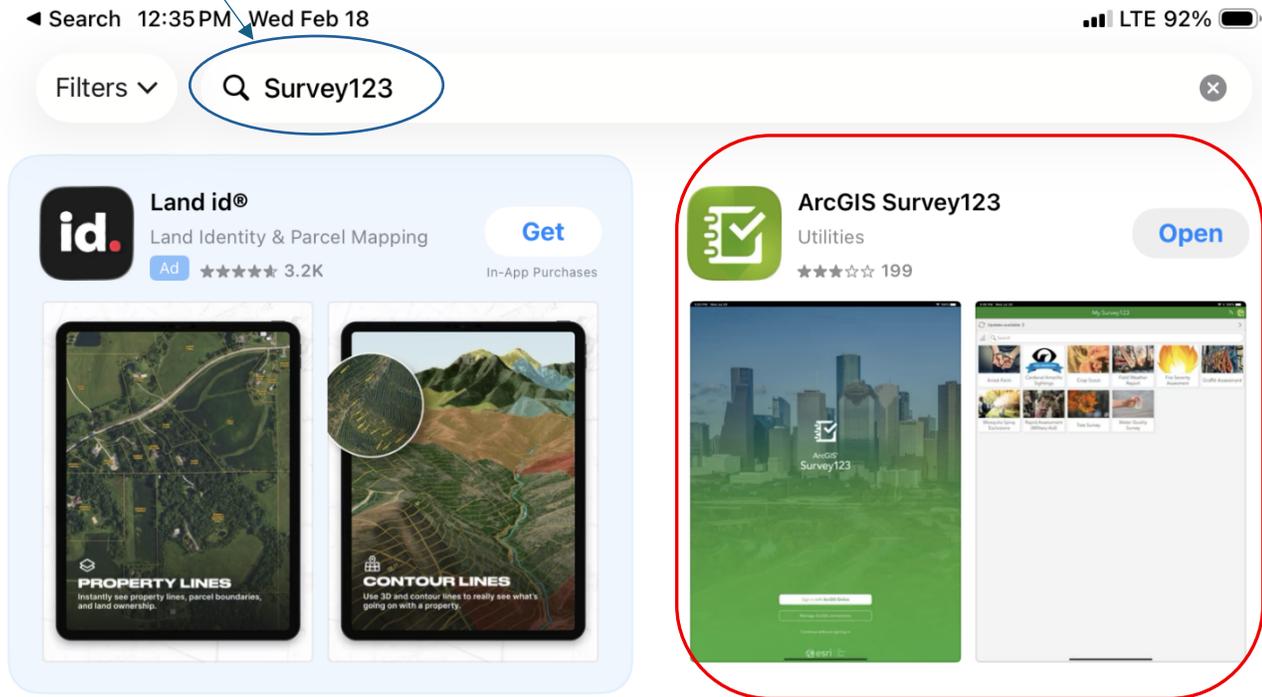
8. Compliance

All staff conducting on-water field activities are required to comply with this SOP. Consistent use of the Float Plan System is essential for maintaining staff safety and ensuring timely response to any issues that may arise.

How to Submit and Edit a Float Plan Using the Survey123 Mobile App

Getting Started with the Mobile App - Preferred method for submitting and modifying float plans

App store search – Download ArcGIS Survey123



The app is available for iOS and Android. Login is tied to NCID and is the same login process that staff use for ArcGIS Online (AGOL) & ArcGIS Field Maps.

If you do not have an AGOL account and will be filling out float plans, send an email to Michael.griffin@deq.nc.gov to request an AGOL account.

Screenshots below



ArcGIS® Survey123

Sign in with ArcGIS Online

Manage ArcGIS connections

Continue without signing in

Sign in to ArcGIS Online



ArcGIS Survey123 wants to access your ArcGIS Online account information [?](#)

Enter ncdendr and click continue. You will then click NCDEQ login and the login process will be the same as your Microsoft products with the state.

Sign in



ArcGIS login

Your ArcGIS organization's URL

Ncdendr .maps.arcgis.com

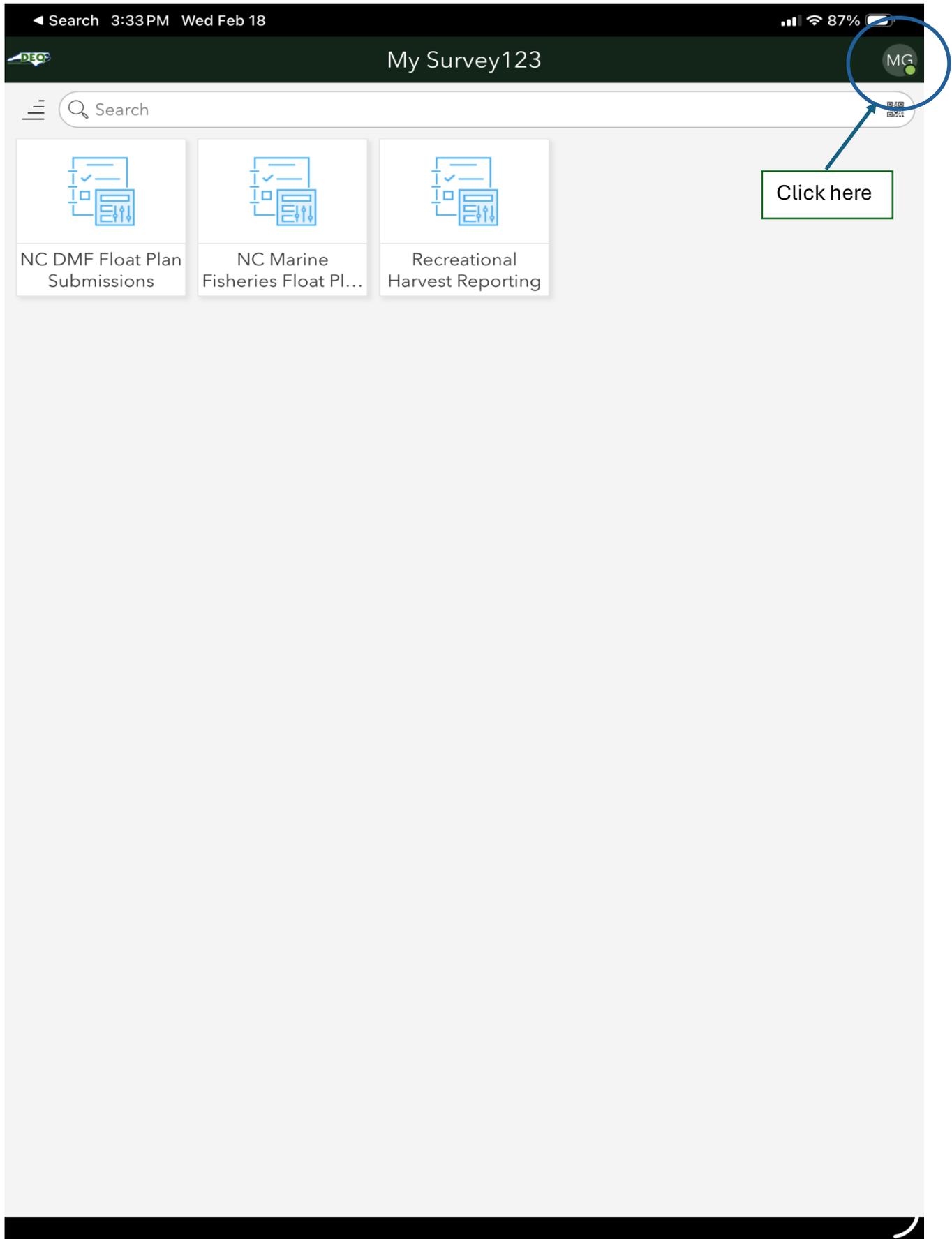
Remember this URL

Continue



[Privacy](#)

Once logged in, do the following:





My Survey123

Search

NC DMF Float Plan Submissions

NC Marine Fisheries Float Pl...

Recreational Harvest Reporting



Michael Griffin

[mtgriffin1](#)

michael.griffin@deq.nc.gov



NC Dept. of Environmental Q...

Sign out

Download Surveys

Settings

About

Download Surveys

☰ Nc DMF float 🔍



NC DMF Float Plan Submissions

Modified: 2/2/26 1:13 PM



Search NC DMF Float and download this survey



"float"

floating

floats

tab 1 q 2 w 3 e 4 r 5 t 6 y 7 u 8 i 9 o 0 p delete

caps lock @ a # s \$ d & f * g (h) j k | search

shift % z x c v b n m , ! ? . shift

😊 .?123 🎤 .?123 🗣️



NC DMF Float Plan



NC DMF Float Plan Submissions

Once downloaded, open NC DMF Float Plan Submissions

< NC DMF Float Plan Submissions  



Owner: mtgriffin1
Created: 1/22/26 11:05 AM
Modified: 2/2/26 1:13 PM

Click collect to add new float plan



Collect



Inbox



Sent

8





Float Plan Records



Drop a pin in the general location you will be working

34°44'N 76°49'W ± 12.8 m, 106.5 ± 30.0 m



Name

Cell

Number of other staff on board

Office Location

DMF Section

Vessel Taken

Vehicle Taken

Departure Boat Ramp

Return Boat Ramp

Date Time of Depart

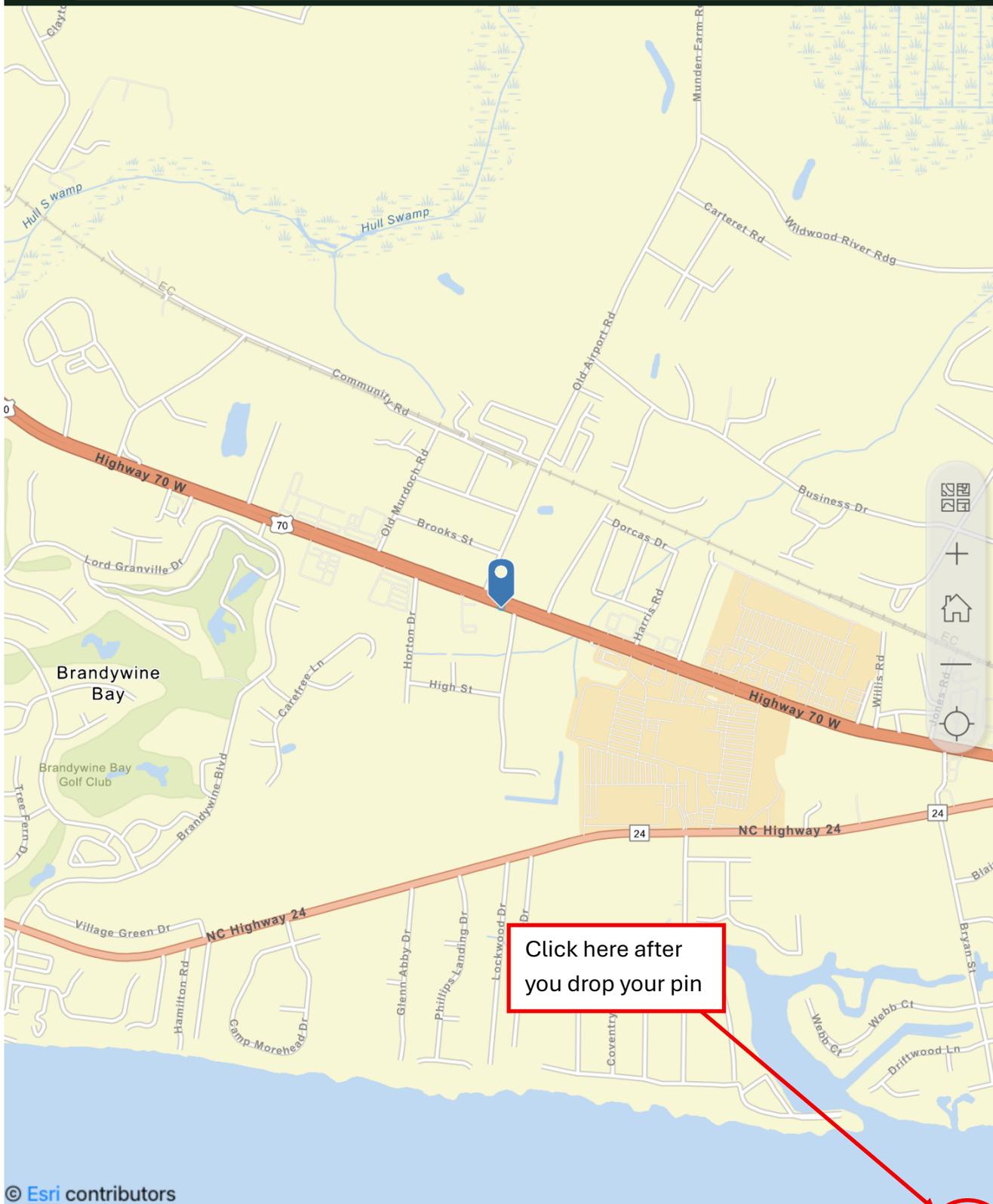
Date

Time



< Drop a pin in the general location you will be working

🌐 Search location or map coordinate



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34°44'26.701"N 76°48'58.057"W ± 12.8 m
Alt 106.5 m ± 30.0 m



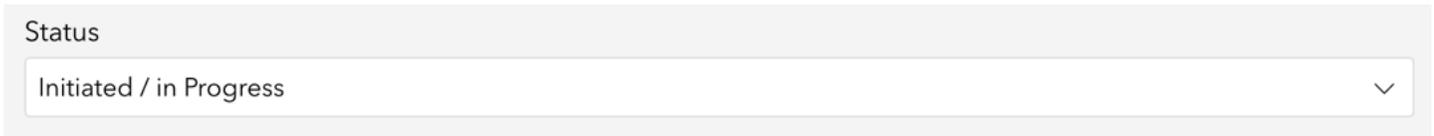
Entering survey information

The fields are what you're accustomed to communicating for float plans. Depending on how you respond to questions other questions may appear or be filtered based on your responses.

Depending on the number you provide for number of other staff on board, determines how many additional questions are visible for the entry of additional staff and phone numbers.

Once you select the office location and DMF section, vessel taken and vehicle taken will automatically be filtered to only show the vessels and vehicles available to you, for selection. Also, Emergency contacts 1 and two will be filtered by office location and DMF section.

The default status is Initiated / in Progress. This is for when you are submitting a new float plan.

A screenshot of a web form element. It features a light gray header with the word "Status" in a dark font. Below the header is a white dropdown menu with a thin gray border. The menu is currently open, showing the text "Initiated / in Progress" in a dark font. To the right of the text is a small, dark downward-pointing chevron icon. The background of the entire form area is a light gray color.

When you submit your plan, communications and certain managers will automatically receive an email with the status and float plan information. Once you are off the water, you will open the plan back up, from your sent folder, edit the survey, change the status to completed, and resubmit. Communications will receive another email letting them know you are off the water. Directions to edit a plan will follow in this document.

If you need help at anytime on the water, you can edit the plan and change the status to In Distress. Communications will automatically be notified.

Screen shots of survey below



Float Plan Records



Name

Cell

Number of other staff on board

Office Location

DMF Section

Vessel Taken

Vehicle Taken

Departure Boat Ramp

Return Boat Ramp

Date Time of Depart

📅 Date

🕒 Time

Date Time of Return

📅 Date

🕒 Time

Activity



Emergency Contact 1

Emergency Contact 2

Any medical concerns on board?

Yes

No

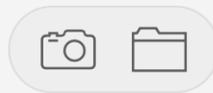
Status

Initiated / in Progress



Any additional details / comments?

Image / Attachments



Click here, then send now to submit your plan



To edit a float plan click sent button below

◀ Search 12:38 PM Wed Feb 18 📶 LTE 91% 🔋

NC DMF Float Plan Submissions 📶 ☰



Owner: mtgriffin1
Created: 1/22/26 11:05 AM
Modified: 2/2/26 1:13 PM

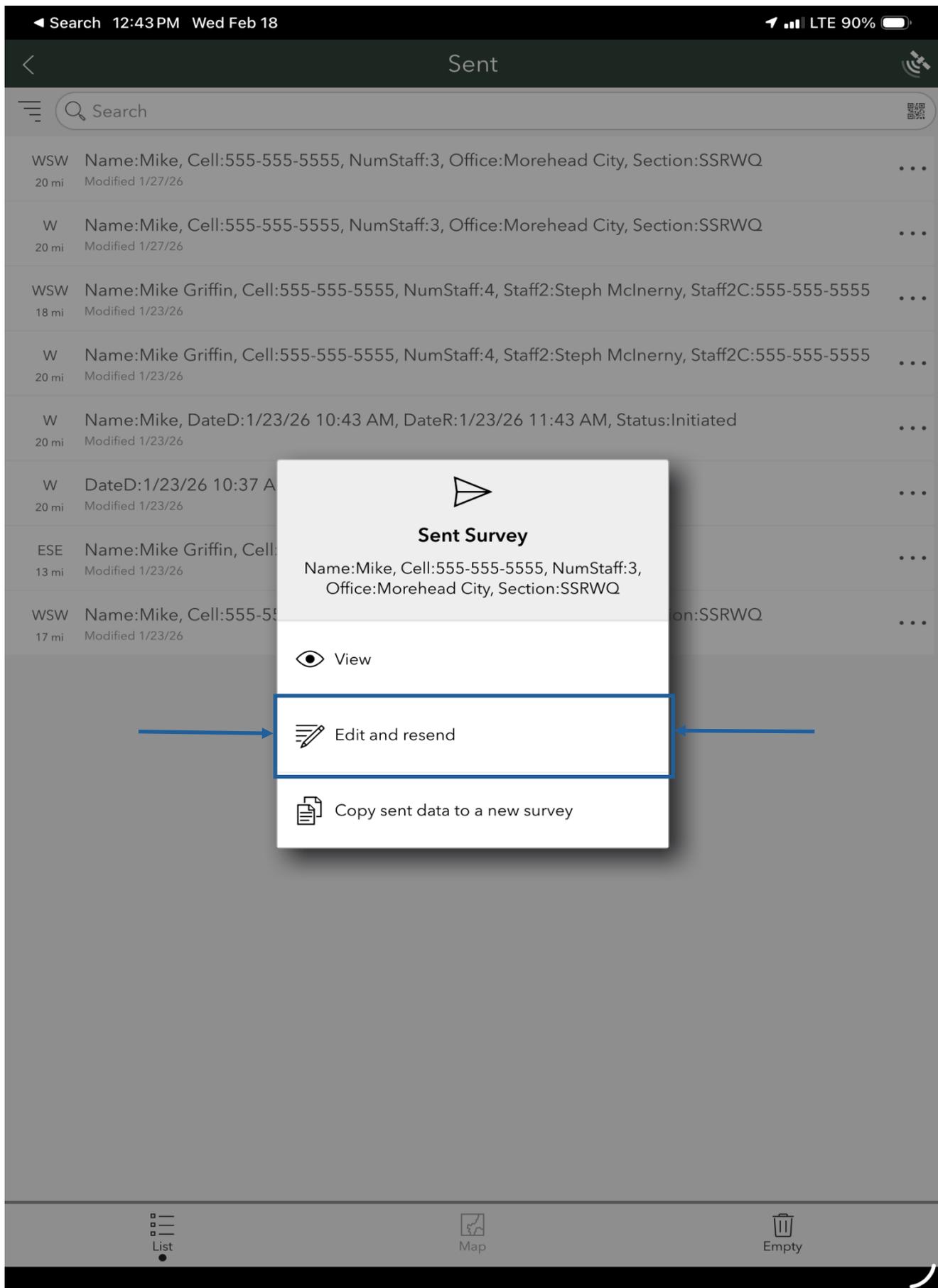
+ Collect >

📥 Inbox >

▶ Sent 8 >



Once in sent, you can click Edit and resend to change the status. When you change the status, click the check to resend



You may find the ***Copy send data to a new survey*** option when you click on a sent float plan useful, if you often travel with the same people and utilize the same vessels, vehicles, and emergency contacts. If that is the case, you can just copy to a new survey and only change the relevant information such as date/times, locations, and status.

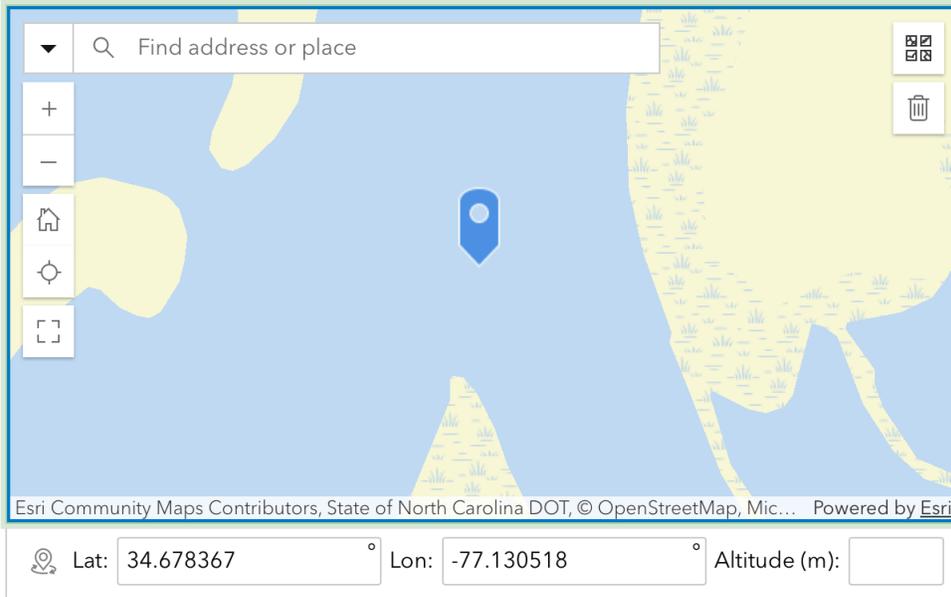
How to Submit and Edit a Float Plan Using the Web Form

To submit a new float plan, go here: <https://arcg.is/rbvnn1>

Michael

Float Plan Records

Drop a pin in the general location you will be working



Find address or place

Lat: Lon: Altitude (m):

Name

Cell

Number of other staff on board

Office Location

Survey operates the same as detailed in the Survey 123 mobile app

To edit a survey (changing a plan status to completed) use the flowing link

<https://arcg.is/0rXKPu1>

Select Data

The screenshot shows the ArcGIS interface for 'NC DMF Float Plan Submissions'. The top navigation bar includes 'Overview', 'Analyz...', and 'Data' (circled in red). Below the map, a table displays the following data:

Name	Cell	Number of other s...	2nd Staff Member	2nd Member Cell	3rd Staff Member	3rd Member Cell	4th Staff Iv
Dustin Walters	252-241-1747	2	Michael Griffin the Boss	252-241-1746			
Nick Hendrix	555-555-5565	2	Bennetti	384-827-2738			
Mike Griffin	555-555-5555	2	Mike Graven	555-555-5555			
Mike	555-555-5555	3					
Mike	555-555-5555	3					
Mike	555-555-5555						
Mike Griffin	555-555-5555	4	Steph McInerny	555-555-5555	Dustin Walters	555-555-5555	Liz Mason
Mike Griffin	555-555-5555	4	Steph McInerny	555-555-5555	Dustin Walters	555-555-5555	Liz Mason
Mike							

The plans shown are filtered by your login information.

Select (click on) the record you want to edit.

Edit detailed below

Once you click on a record, the survey appears on the right-hand side of the screen. Click on the Edit button circled to edit the record

NC DMF Float Plan Submissions

Overview Analyze Data

1/22/26 - 2/20/26 Filter Report Export Open in Map Viewer Form view 40/40

NC DMF Float Plan Submissions

Submitted by: mtgriffin1
Submitted time: Feb 2, 2026, 2:14:56 PM
Edited by: mtgriffin1
Edited time: Feb 3, 2026, 1:23:21 PM

Drop a pin in the general location you will be working
Lat: 34.702836 Lon: -77.162216 Alt: 12.16179

Name	Cell	Number of other s...	2nd Staff Member	2nd Member Cell	3rd Staff
Mike Griffin	555-555-5555	2	Mike Graven	555-555-5555	
Mike	555-555-5555	3			
Mike	555-555-5555	3			
Mike Griffin	555-555-5555	4	Steph McInerny	555-555-5555	Dustin Wa
Mike Griffin	555-555-5555	4	Steph McInerny	555-555-5555	Dustin Wa
Mike					
Mike Griffin	555-555-5555				
Mike Griffin	555-555-5555	3	Nick		Dustin

1 of 40 selected

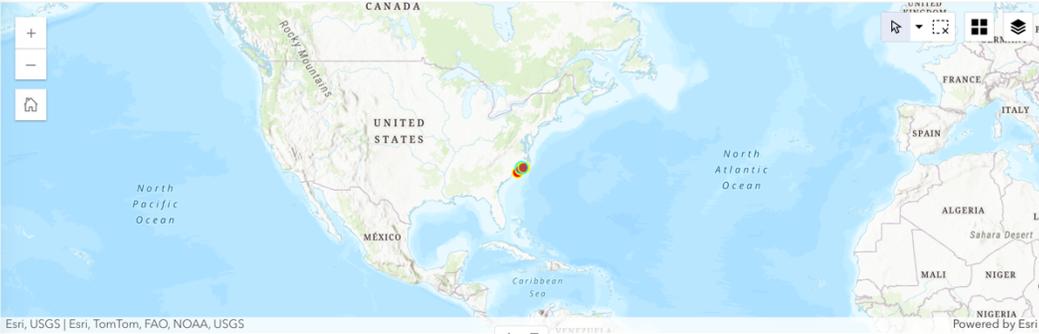
Name
Mike Griffin

Cell
555-555-5555

Number of other staff on board
2

2nd Staff Member
Mike Graven

After clicking edit, scroll down to the status field (detailed below) and change your status. When that is complete, click submit, to resubmit your survey.



Name	Cell	Number of other s...	2nd Staff Member	2nd Member Cell	3rd Staff
Mike Griffin	555-555-5555	2	Mike Graven	555-555-5555	
Mike	555-555-5555	3			
Mike	555-555-5555	3			
Mike	555-555-5555				
Mike Griffin	555-555-5555	4	Steph McInerny	555-555-5555	Dustin Wa
Mike Griffin	555-555-5555	4	Steph McInerny	555-555-5555	Dustin Wa
Mike					
Mike Griffin	555-555-5555				
Mike Griffin	555-555-5555	3	Nick		Dustin

Editing

Jason Rock, 252-414-3340

Emergency Contact 2
David Ushakow, 303-435-7721

Any medical concerns on board?
 Yes
 No

Status
Completed / off Water

Any additional details / comments?
Testing 123

Image / Attachments
Drop image here or select image

Submit