

Bird Monitoring Protocol for Agate Fossil Beds National Monument, Nebraska and Tallgrass Prairie National Preserve, Kansas

Standard Operating Procedure (SOP) # 11

Revising the Protocol

Version 1.00 (July 18, 2003)

Revision History Log:

Previous Version #	Revision Date	Author	Changes Made	Reason for Change	New Version #

This Standard Operating Procedure explains how to make changes to the Bird Monitoring Protocol Narrative for Agate Fossil Beds National Monument, Nebraska and Tallgrass Prairie National Preserve, Kansas and accompanying SOPs, and tracking these changes. Observers asked to edit the Protocol Narrative or any one of the SOPs need to follow this outlined procedure in order to eliminate confusion in how data is collected and analyzed. All observers should be familiar with this SOP in order to identify and use the most current methodologies.

Procedures:

1. The Bird Monitoring Protocol Narrative for Agate Fossil Beds National Monument and Tallgrass Prairie National Preserve and accompanying SOPs has attempted to incorporate the most sound methodologies for collecting and analyzing bird data. However, all protocols regardless of how sound require editing as new and different information becomes available. Required edits should be made in a timely manner and appropriate reviews undertaken.
2. All edits require review for clarity and technical soundness. Small changes or additions to existing methods will be reviewed in-house by Prairie Cluster Prototype Long-term Ecological Monitoring Program (PC-LTEM) staff. However, if a complete change in methods is sought, than an outside review is required. Regional and National staff of the National Park Service with familiarity in avian research and data analysis will be utilized as reviewers. Also, experts in avian research and statistical methodologies outside of the Park Service will be utilized in the review process.
3. Document edits and protocol versioning in the Revision History Log that accompanies the Protocol Narrative and each SOP. Log changes in the Protocol Narrative or SOP being edited only. Version numbers increase incrementally by hundredths (e.g. version 1.01, version 1.02, ...etc) for minor changes. Major

revisions should be designated with the next whole number (e.g., version 2.0, 3.0, 4.0 ...etc). Record the previous version number, date of revision, author of the revision, identify paragraphs and pages where changes are made, and the reason for making the changes along with the new version number.

4. Inform the Data Manager about changes to the Protocol Narrative or SOP so the new version number can be incorporated in the Metadata of the project database. The database may have to be edited by the Data Manager to accompany changes in the Protocol Narrative and SOPs.
5. Post new versions on the inter-net and forward copies to all individuals with a previous version of the effected Protocol Narrative or SOP.