



Bingham, S. N., C. C. Young, J. L. Haack-Gaynor , L. W. Morrison, and G. A. Rowell. 2016. Wetland monitoring protocol for Cuyahoga Valley National Park: Narrative. Natural Resource Report NPS/HTLN/NRR—2016/ 1336. National Park Service, Fort Collins, Colorado.

Standard Operating Procedure 19: Revising the Protocol

Version 1.00 (12/27/2016)

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

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Standard Operating Procedure 19: Revising the Protocol

Need for Revisions

The monitoring protocol needs to be reassessed every 5-10 years, starting five years after its inception.

Procedure

1. In the event that the wetlands monitoring protocol requires editing, all edits must be reviewed for technical merit. Minor changes to the protocol will only require in-house review by network staff. Subject matter experts must review any major protocol changes.
2. Protocol edits and versioning are tracked in the revision history log attached to each narrative and SOP. Major changes result in an update by whole numbers (i.e. version 1.00, version 2.00, etc.) and minor changes by hundredths (e.g., version 1.01, version 1.02, etc). Record the previous version number, date of revision, author of the revision, describe the change, provide a rationale for the change, and assign a new version number.
3. Inform the data manager about changes to the protocol narrative or SOPs, so the new version number can be incorporated in the project database metadata. The data manager may need to edit the database if the changes affect database structure.
4. Post new the latest protocol version on IRMA.