

National Park Service
Inventory and Monitoring Division



Revising the Protocol—Version 1.0

Bracewell, J. 2017. Revising the protocol—Version 1.0. Gulf Coast Network Standard Operating Procedure NPS/GULN/SOP—SHR09. Gulf Coast Network, Lafayette, Louisiana.

This standard operating procedure (SOP) details the steps required to update and revise the shoreline position monitoring protocol and SOPs.

[illegible]

Scope and Applicability

Due to the long-term nature of the GULN monitoring program, revisions to the protocol narrative and to individual Standard Operating Procedures (SOPs) will be necessary from time to time (O’Ney 2005). Careful documentation of changes to the narrative and its related SOPs, along with retaining a library of previous versions, is essential for maintaining consistency in the collection, summary, analysis, and reporting of data. The Revision History Logs found at the beginning of the narrative and each SOP list all edits to that section since the original publication date. Information entered in these logs should be complete and concise. The logs track the date of revision and new version number, author(s) of revision, location of changes within the document, description of change, and the reason the change was made. Author information must include full name, title, and affiliation.

Instructions for Recording Revisions

Protocol users must promptly notify the GULN project leader about recommended and/or required changes. The GULN project leader then reviews and incorporates all necessary changes, updates the Revision History Log and changes the date and version number on the title page of the master document as well as any SOPs the revisions apply to.

Minor Revisions

Minor revisions are those that **do not** represent a change in the underlying methods or procedures used to generate data values for the protocol’s existing data set. Minor revisions include small changes in, or clarification of, procedures. Version numbers for minor revisions increase incrementally by tenths (1.1, 1.2 . . .).

Major Revisions

Major revisions are those that involve changes in methodology that could influence the resulting data values and the ability to compare newly-collected data with data collected using a previous version, such as:

- addition of monitoring objectives;
- changes to the sampling design;
- changes to reporting requirements; and
- addition of new variables.

Major revisions are designated with the next whole number in the sequence (2.0, 3.0, 4.0...).

The GULN project leader will also update all associated field forms to reflect the change in protocol version. Users noting discrepancies in versions between the protocol, SOPs, data values, and field forms should notify the GULN project leader so that corrections can be made and documentation kept current.

Reviewing Suggested Protocol Revisions

All suggested edits require review by the GULN project leader for clarity and technical soundness. Small changes or additions to existing methods will be reviewed by GULN staff. However, if a significant change in methods is recommended, the regional program manager will direct the review process.

Communicating Changes to Investigators/Users

Once changes have been made, the updated document is posted on the Integrated Resource Management Applications (IRMA) system under the Gulf Coast Network Shoreline Monitoring Project (National Park Service 2017). All previous versions are also available under the same project on IRMA. Each time an SOP is revised, the GULN project leader ensures that all known users obtain a current copy of the SOP and receive the necessary briefing material and/or training to understand and incorporate the change(s). Anyone tasked with implementing the GULN shoreline monitoring protocol is encouraged to contact the GULN project leader before sampling or analyzing and reporting monitoring data to check for updates to the protocol or associated SOPs.

Literature Cited

O’Ney S.E., 2005. Standard operating procedure 11: Revising the protocol—Version 1.0. *In* O’Ney, S.E. 2005. Regulatory water quality monitoring protocol. Version 1.0. Bozeman (MT): National Park Service, Greater Yellowstone Network.

National Park Service. 2017. Integrated Resource Management Applications. Gulf Coast Network shoreline monitoring project. Available at:
<https://irma.nps.gov/DataStore/Reference/Profile/2237508> (last accessed February 2017).