



Early Detection of Invasive Plant Species Monitoring Plan

Standard Operating Procedure #21: Revising the Monitoring Narrative and SOPs

Version 1.1 (6 June 2017)

Change History

New Version	Revision Date	Author	Changes Made	Justification
1.0	2007	PACN	Developed.	
1.1	6/6/2017	A. Ainsworth	Updated for ED plan.	Changed monitoring to surveying.

Only changes in this specific SOP will be logged here. Version numbers will be incremented by a whole number (e.g., Version 1.3 to Version 2.0) when a change is made that significantly affects requirements or procedures. Version numbers will be incremented by decimals (e.g., Version 1.6 to Version 1.7) when there are minor modifications that do not affect requirements or procedures for publication in the series.

Purpose

This SOP explains how to make and document changes to the Early Detection of Invasive Species Monitoring Plan (Ainsworth et al. 2017) associated SOPs. Anyone editing any one of the SOPs must follow this outlined procedure in order to eliminate confusion in how data are collected, managed, analyzed, or reported. All observers should be familiar with this SOP in order to identify and use the most current methodologies.

Procedure

The ED associated SOPs represent our effort to document and employ scientifically rigorous methodologies for collecting, managing, analyzing, and reporting survey data and information. However, all SOPs regardless of initial rigor require editing as new and different information becomes available. Required edits should be made in a timely manner and appropriate reviews undertaken. Careful documentation of changes to the narrative, and a library of previous versions are essential for maintaining consistency in data collection, and for appropriate treatment of the data during data summary and analysis. The MS Access database for each monitoring component contains a field that identifies which version of the protocol plan was being used when the data were collected.

In this context of revising the protocol/plan, the rationale for dividing this into a narrative with supporting SOPs is based on the following:

- The narrative is a general overview of the monitoring that gives the history and justification for surveying and an overview of the methods, but does not provide all of the methodological details. The narrative will only be revised if major changes are made.
- The SOPs, in contrast, are very specific step-by-step instructions for performing a given task. They are expected to be revised more frequently than the narrative.
- When a SOP is revised, in most cases, it is not necessary to revise the narrative to reflect the specific changes made to the SOP.
- All versions of the narrative and SOPs will be archived in a digital library.

All edits require review for clarity and technical soundness. Small changes or additions to existing methods will be reviewed in-house by Pacific Island Network staff (e.g., version changes by tenths). However, if a complete or major change in methods is sought, then an outside review may be required (e.g., version changes by whole numbers). When a major change in methodology is undertaken, either to the entire protocol/plan or individual SOP or narrative components, The Pacific West Region I&M coordinator will be consulted to determine the appropriate level of peer review required. Typically, Regional and National staff of the NPS, and outside experts in government, private sector, and academia with familiarity in invasive plant species monitoring in Pacific Islands will be utilized as reviewers.

1. Edits and revisions to the narrative and associated SOPs will be documented by version in the Revision History Log that is found on the first page of each SOP and second page of the narrative document. Log changes in the narrative or SOP being edited only. Version numbers increase incrementally by hundredths (e.g., version 1.1, version 1.2, 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.
2. Inform the data manager about changes to the 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 Narrative and SOPs.
3. Any changes to associated database design and organization are documented in the Metadata of the project database(s).
4. The appropriate PACN staff is notified of the changes and appropriate level review process initiated as determined in collaboration between the network staff and the principal investigator.
5. Once review comments are received and incorporated, post revised versions on the internet and forward copies to all individuals so they can replace previous version of the effected narrative or SOP. Provide a copy to the PACN data manager so it can be included in the network digital library.