Standard Operating Procedure (SOP) 9: After the Field Season

Protocol for Monitoring American Peregrine Falcons

Central Alaska (CAKN) Inventory and Monitoring Network

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The main Narrative for the Protocol for Monitoring American Peregrine Falcons in Central Alaska (CAKN) Inventory and Monitoring Networks is available from the NPS Inventory and Monitoring Central Alaska Network website (http://science.nature.nps.gov/im/units/CAKN/) and the Natural Resource Publications Management website (http://www.nature.nps.gov/publications/nrpm/

SOP 9 – After the Field Season

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Revision History Log:

Previous Version #	Revision Date	Author	Changes Made	Reason for Change	New Version #
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SOP 9.0 – Introduction

This Standard Operating Procedure explains procedures that all field observers should conduct to demobilize after the field campaign, properly clean and store equipment, and process data..

SOP 9.1 – Demobilizing after field campaign

Procedures:

1. Clean and repair all equipment prior to returning them to their proper storage areas. List any needs for equipment repair/replacement. All reference manuals should be re-shelved on their appropriate bookshelf. Other reference materials and extra data sheets need to be filed in their appropriate filing cabinet. Clean the insides and outsides of all vehicles used in the field.
2. Pressure wash the boat and trailer and spray out silt from under the floor boards. Remove the canopy and electronics and all items from the boat. Store the canopy in the warehouse. Winterize the boat motor. Use remaining fuel in barrels. Wrap console and seats in a tarp for winter.
3. Download data from all electronics (iPads, GPS units). Remove batteries from all electronics and store in electronics cabinet in proper container (SPOT, GPS, Satellite Phone, Cameras, iPads, Depth Gauge).
4. Organize field data sheets and check that they have been filled out completely. As a rule, all data sheets need to be reviewed for completeness before the observer(s) leaves the field. At the end of the season, one Raptor Observation Record Card and Eyrie Record Card (if appropriate) needs to have been completed for each nesting territory visited.
5. Update all photographs with nest site locations and maps and sketches. Label and add any new territory phots or eyrie drawings to master book.
6. Scan and digitize all nest cards (front and back), field notes, sample cards, maps, bluff and eyrie photos into .pdf. Save them to proper folders on the CAKN Network Drive and archive on IRMA Data Store (SOP 10).
7. Enter data from the Raptor Observation Record Card, the Raptor Eyrie Record Card, and locations of territories into an electronic database. Follow data management instructions in SOP 7 “Data Management” to ensure accurate and complete data entry.
8. Write a final report following standard NPS scientific format (see SOP 9 “Reporting”).
9. Provide an updated map with locations of nesting territories visited for submission with the Record Cards.
10. Data should be entered, and completed cards, maps, banding schedules (if any), and a brief report should be submitted to the Project Manager by December 31 of the year of the survey.