Standard Operating Procedure (SOP) 10: Revising the Protocol

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 Peregrine Falcon in Central Alaska (CAKN) Inventory and Monitoring Network 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 10 – Revising the Protocol

Standard Operating Procedure #10
Version 1.0 (May 2018)

Revision History Log:

Previous Version #	Revision Date	Author	Changes Made	Reason for Change	New Version #
Add rows as needed for each change or set of changes associated with each version.					

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SOP 10.0 – Introduction

This Standard Operating Procedure explains how to make and track changes to the Narrative and Standard Operating Procedures for the Peregrine Falcon Monitoring Protocol in Central Alaska Network (CAKN) units of the NPS. Individuals editing 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 conducting the survey should be familiar with this SOP in order to identify and use the most current methodologies. See Product Archival, Seasonal Closeout and Dataset Certification Procedures for the Arctic and Central Alaska Inventory and Monitoring Networks: ARCN/CAKN Data Management Standard Operating Procedure #1 (Miller 2017) for detailed instructions on documenting modifications to SOPs and the Protocol Narrative. Modified versions must be saved to the appropriate CAKN Network drives for permanent storage. Modified versions must be incorporated into the IRMA Data Store: https://irma.nps.gov/DataStore/Reference/Profile/2218300.

SOP 10.1 – Modifying the Protocol

Procedures:

1. All modifications to the protocol must be reviewed for clarity and technical soundness. Small changes or additions to existing methods will be reviewed in-house by CAKN Inventory and Monitoring staff. An outside review is required for whole-scale changes in methods. Regional and National staff of the National Park Service and experts outside of the Park Service with familiarity in bird monitoring and data analysis will be used to review major changes.

2. All changes must be documented, and updated protocol versions must be recorded in the Revision History Log that accompanies the Protocol Narrative and each SOP. Log changes only in the Protocol Narrative or SOPs that are changed. 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 …). Record the previous version number, date of revision, author of the revision, identify paragraphs and pages where changes are made, and the reason for the changes along with the new version number.

3. The Data Manager must be informed of 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.

4. New versions of the protocol narrative and SOPs must be posted on the NCPN web page.

5. Revisions to the CAKN peregrine falcon survey protocol should be shared and coordinated with other NPS networks that have protocols for peregrine falcon surveys.

SOP 10.2 – Reference

Miller S.D. 2017. Product Archival, Seasonal Closeout and Dataset Certification Procedures for the Arctic and Central Alaska Inventory and Monitoring Networks. Standard Operating Procedure. National Park Service Arctic and Central Alaska Inventory and Monitoring Networks. Fort Collins, CO. USA.