National Park Service
U.S. Department of the Interior

Natural Resource Stewardship and Science

Moose Monitoring Protocol for the Arctic Inventory and Monitoring Network

Standard Operating Procedure (SOP) # 6 Revising the Protocol



ON THE COVER
Moose cow and calf along John River, Gates of the Arctic National Park and Preserve in June.
NPS photograph by Kyle Joly.

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Overview

This Standard Operating Procedure explains how to make changes to the Moose Monitoring Protocol for the ARCN and the accompanying SOPs, and how to track these changes. To edit the Protocol narrative or any one of the SOPs, project leads need to follow this outlined procedure in order to eliminate confusion between methods of data collection and analyzes. All observers should be familiar with this SOP in order to identify and use the most current methodologies.

Procedures:

1. The Moose Monitoring Protocol narrative for the ARCN and accompanying SOPs have attempted to incorporate the most appropriate methodologies for collecting and analyzing moose population data. However, all protocols, regardless of how sound, require editing as new and different information and techniques become available. Required edits should be made in a timely manner and appropriate reviews undertaken.

2. All edits require review for clarity and technical soundness. Small changes or additions to existing methods will be reviewed internally by ARCN staff. However, if a complete change in methods is sought, an external review is required. NPS regional and national staff with familiarity in large mammal research and data analysis, as well as, experts in moose research and statistical methodologies will be utilized as reviewers.

3. Document edits and protocol versioning in the Revision History Log that accompanies the Moose Monitoring Protocol narrative and each SOP. Changes to either the protocol or a SOP will result in a new version. 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 …).. New versions will identify paragraphs and pages where changes are made, and the reason for making the changes along with the new version number.

4. Inform the Data Manager about changes to the Moose Monitoring Protocol 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 or SOPs. Post new versions on the internet and forward copies to all individuals with a previous version of the affected Protocol narrative or SOP.

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