



Standard Operating Procedure 4: Revising the Protocol Version 1.0

Monitoring visitor use in Southwest Alaska Network



ON THE COVER

Visitors bear watching at Brooks Falls, Katmai National Park and Preserve
NPS

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Tim Shepherd, Russell Frith

National Park Service
Southwest Alaska Network
240 West 5th Avenue
Anchorage, AK 99502

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U.S. Department of the Interior
National Park Service
Southwest Alaska Network
Anchorage, Alaska

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Change History

Version #	Date of Revision	Revised By	Changes	Justification
1.0	08/31/2018	Shepherd	–	Original Version

This Standard Operating Procedure explains how to make changes to the Visitor Use Monitoring Protocol, Data Quality Standards, and the accompanying SOPs, and how to track these changes. When an Investigator makes edits to the Protocol narrative, Data Quality Standards, or any one of the SOPs, they need to follow this outlined procedure in order to eliminate confusion in how data are collected and analyzed. All people involved with visitor use data collection should be familiar with this SOP in order to identify and use the most current methodologies.

Procedures:

- The Visitor Use Protocol narrative for SWAN, Data Quality Standards and accompanying SOPs have attempted to incorporate the best practice for analyzing visitor use data from the commercial use authorization program. However, all protocols, regardless of how sound, require editing as new and different information becomes available. Required edits should be made in a timely manner and appropriate reviews undertaken.
- All edits require review for clarity and technical soundness. Small changes or additions to existing methods will be reviewed in-house by SWAN and park staff. However, if a complete change in methods is sought, an outside review is required. NPS regional and national staff with familiarity the Commercial Use Authorization program will be utilized as reviewers.
- Document edits and protocol versioning in the Revision History Log that accompanies the Visitor Use Monitoring Protocol, Data Quality Standards 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, 1.02 ...) 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.
- Inform the Data Manager about changes to the Visitor Use Protocol, Data Quality Standards, 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 text or SOP.

Literature

This standard operating procedure was written in support of the visitor use protocol.

Shepherd, T. and R. Frith. 2018. Monitoring visit use in the Southwest Alaska Network using Commercial Use Authorization (CUA) Reports. Natural Resource Report NPS/SWAN/NRR—2018/1693. National Park Service, Fort Collins, Colorado.

The Department of the Interior protects and manages the nation's natural resources and cultural heritage; provides scientific and other information about those resources; and honors its special responsibilities to American Indians, Alaska Natives, and affiliated Island Communities.

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