

Riparian Monitoring Protocol Implementation Plan for Park Units in the Southern Colorado Plateau Network

Standard Operating Procedure (SOP) # 11

Revising the Protocol Narrative and SOPs

Version SCPN_Riparian_SOP11_20180930

Revision History Log:

Prev. Version #	Revision Date	Author	Changes Made	Reason for Change	New Version #

This SOP is adopted from the Northern Colorado Plateau Network's SOP #11 Revising the Protocol Narrative, Version 1.00 (June 2016) in Weissinger, R., M. Moran, S. Monroe, and H. Thomas. 2017. Springs and seeps monitoring protocol for park units in the Northern Colorado Plateau Network, Version 1.00. Natural Resource Report NPS/NCPN/NRR—2017/1439. National Park Service, Fort Collins, Colorado.

This SOP explains how to make and track changes to the protocol narrative and related SOPs. Following these guidelines ensures that data collection and processing procedures are documented and retained for use and interpretation of historical data sets. Project staff should refer to this SOP when any changes to an approved protocol document are necessary.

Procedures

1. Modifications must be reviewed for clarity and technical soundness. Small changes or additions to existing methods will be reviewed in-house by SCPN Inventory and Monitoring staff. An outside review is required for substantive changes in methods. Regional and national staff of the National Park Service and experts outside of the Park Service with familiarity in hydrology and vegetation monitoring and data analysis will be used to review major changes.
2. Record all changes to a protocol document (protocol narrative or SOP) in the document's revision history log, even minor edits like fixing typos or formatting changes. It is not necessary to record the specific edits made, rather just the fact that typos were fixed or formatting changes were made. For minor edits, record the same document version number in the revision history log. For actual protocol changes (e.g., changes in methods, equipment), assign a new version number in the revision history log. Depending on the significance of the changes, it may be okay to combine multiple changes in the same entry in the revision history log. Version numbers are

tracked by the date of the change. Minor revisions should be recorded in the current copy of the revised protocol and included in new version releases. Major revisions should be designated with the date when the change in procedure was implemented. Record the previous version number, date of revision, author of the revision, and the reason for the changes along with the new version number (if applicable).

3. Narrative and SOP updates may occur independently. That is, a change in one SOP will not necessarily invoke changes in other SOPs; a narrative update may not require SOP modifications.
4. New versions of the protocol narrative and SOPs must be posted on the SCPN web page. Older versions of the Protocol Narrative and SOPs must be archived in the SCPN Springs Protocol folder: (Z:\Active_Projects\Communications\Publications\Projects\Protocols\Springs Protocol).

References