

Standard Operating Procedure 8: Protocol Revision

Version 1.0

In Protocol for Monitoring Mercury in Resident Lake Fish

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Revision History Log

The following table lists all edits and amendments to this document since the original publication date. Information entered in the log must be complete and concise. Users of this Standard Operating Procedure (SOP) will promptly notify the Southwest Alaska Network (SWAN) project manager and/or data manager about recommended and required changes. The project manager must review and incorporate all changes, complete the revision history log, and change the date and version number on the title page and in the header of the document file. For complete instructions, please refer to the information in this SOP, below.

Revision History Log:

Previous Version #	Revision Date	Revision Author	Revision Description and Location in SOP	Justification for Revision	New Version #
—	—	Bartz	Initial creation	—	1.0

Add rows as needed for each change or set of changes tied to an updated version number

Acknowledgements

This SOP was adapted from a similar SOP in the Great Lakes Network (GLKN) protocol for monitoring mercury in dragonflies and fish (VanderMeulen et al. 2018).

Introduction

Because of the long-term nature of the National Park Service (NPS) Inventory and Monitoring (I&M) Program, projects in the program must accommodate change out of necessity. Refinements in field methods, advances in analytical techniques, and feedback from field crews can all contribute to improving the monitoring protocol. The protocol to monitor mercury (Hg) in resident lake fish is comprised of the narrative, and associated Standard Operating Procedures (SOPs) and Data Quality Standards (DQSs). The purpose of this SOP is to define a systematic and routine process for incorporating changes into these documents.

Steps for Revising the Protocol

1. Attempt to incorporate the changes by modifying only the SOP(s) at first, without modifying the protocol narrative (Bartz et al. 2018a) or DQSs (Bartz et al. 2018b). However, if it is clear that changes also will be needed to the narrative or DQSs, then revise them as well.
2. Make all revisions using the Track Changes feature of Microsoft Word. For minor changes, at least one other person must review the revision. If the change is more extensive, a discussion of the changes by Southwest Alaska Network (SWAN) staff is warranted before acceptance of the revision. For major changes, review from outside of the SWAN should be sought. Examples of major changes include modifications of the sampling design, significant alterations of the field methods, and revisions of the analysis techniques.
3. Record the changes in the “Revision History Log” of the SOPs, DQSs, and/or narrative, as appropriate. Because information overlaps among these three components, individual minor changes may need to be cascaded to multiple locations in the protocol. When a change is made in one component, the others should be reviewed to ensure consistency. In the Revision History Log of each document affected, include the revision date, the full name(s) and affiliation(s) of author(s), a description of and reason for the revision, and the section(s) of the document affected.
4. Rename the version of the document. For minor changes, only revise the version number after the decimal point (e.g., change Version 1.1 to 1.2). For major changes, revise the number before the decimal point (e.g., Version 1.2 to 2.0) and obtain a new Natural Resources Report number, following guidance from the SWAN’s Peer Review Manager. Also change the version number of the document in the header or footer, as appropriate.
5. Notify the SWAN data manager of the change(s) so that the metadata of the project database will be updated. If major changes are made to the protocol narrative, the data manager will also repost the updated narrative to the NPS Integrated Resource Management Applications website.
6. Distribute the revised version to all appropriate parties, including the members of the field crew and appropriate SWAN staff. The revised version must also be posted on the SWAN website.

7. Maintain a library of previous versions. Such historical information may prove to be crucial for understanding, interpreting, and analyzing data in the future.

Literature Cited

Bartz, K. K., K. M. Junghans, and D. D. VanderMeulen. 2018a. Protocol for monitoring mercury in resident lake fish – Version 1.0: Southwest Alaska Inventory and Monitoring Network. Natural Resource Report NPS/SWAN/NRR—2018/1734. National Park Service, Fort Collins, Colorado.

Bartz, K. K., C. J. Sergeant, and D. D. VanderMeulen. 2018b. Data quality standards for monitoring mercury in resident lake fish – Version 1.0: Southwest Alaska Inventory and Monitoring Network. Natural Resource Report. NPS/SWAN/NRR—2018/1731. National Park Service, Fort Collins, Colorado.

VanderMeulen, D. D., B. Route, J. Wiener, R. Haro, K. Rolhus, M. Sandheinrich, S. J. Nelson, A. Klemmer, C. Eagles-Smith, and J. Willacker. 2018. Protocol for monitoring mercury in dragonfly larvae and fish (version 1.0): Great Lakes Inventory and Monitoring Network. Natural Resource Report NPS/GLKN/NRR—2018/1726. National Park Service, Fort Collins, Colorado.