

SOP #2: Training Field Personnel

Version 1.0 (November 7, 2018)

Revision History Log: Only changes in this specific SOP will be logged here. For minor changes, version numbers increase incrementally by hundredths (e.g., version 1.01, version 1.02). Major revisions should be designated with the next whole number (e.g., version 2.0, 3.0, 4.0). Record the previous version number, new version number, date of revision, author of the revision; identify paragraphs and pages where changes are made, the reason for making the changes, and the person who approved the revision.

Previous Version Number	New Version Number	Revision Date	Author	Changes Made	Reasons for Change	Network Regional Reviewer Approval

Purpose

This Standard Operating Procedure (SOP) describes general qualifications and training procedures for implementing the Pacific Island Network (PACN) Anchialine Pool Monitoring Protocol. Training may be conducted by experienced PACN staff (e.g. the aquatic ecologist). In line with other monitoring programs, periodic training and review of the SOPs occurring every three to five years should be conducted in conjunction with other experts as needed.

Review the Protocol

The first step of the training procedure is to thoroughly read and understand the protocol and especially the associated SOPs. All persons doing fieldwork should read the protocol prior to beginning sampling each year. Field crews should review survey procedures prior to beginning sampling for the year. Field crews should carry a copy of the SOPs describing field activities for the location they will be sampling.

Species Identification

For shrimp surveys, all crew members doing sampling must be able to identify shrimp by sight. Shrimp survey techniques may be conducted differently depending on specific sites. Identification of shrimp, snails, and fish can be aided by the use of field guides. The first step in learning to identify the shrimp, snails, and fish that will be surveyed occurs in the office. Crew members should familiarize themselves with all native and introduced organisms that they are likely to observe at the sampling site. Each species SOP includes a photographic guide to assist in species identification and training. Waterproof copies of this identification summary should be carried in the field. Initially, new crew members should review the species on their own, and

then receive training from an experienced observer on key characteristics to assist in identification in the field.

The second step to learning how to identify shrimp, snails, and fish occurs in the field. Prior to conducting any surveys, all new crew members should pair up with an experienced observer and work together on identifying the species they observe in a pool that will not be part of the actual sampling.

Conducting Faunal Surveys

Steps for conducting surveys are covered in detail in SOPs #13-16 and 19. Initially, new crew members should review the SOPs on their own, and then receive training in the office prior to going to the field. Additional training on conducting surveys should occur at a field site. Finally, prior to beginning the sampling each year, all steps for conducting surveys for each taxonomic group should be practiced in a pool that will not be part of the sampling. Training for conducting surveys should include not only the actual surveying of shrimp, snails, and fish, but also proper data entry and field checking of data sheets.

Conducting Habitat Assessments

Steps for conducting habitat assessments are covered in detail in SOPs #17-18. Initially new crew members should review the SOPs on their own, and then receive training in the office prior to going to the field. Additional training on habitat assessments should occur at a field site. If all crew members are new to the protocol, steps for making habitat measurements should be practiced in a pool that will not be part of the sampling. Training for conducting surveys should include not only the actual habitat measurements, but also proper data entry and field checking of data sheets.

Data Management

All persons involved with any aspect of data management should review SOPs #20-29. Each year, in-office training should be conducted by the PACN data manager, to review all data management activities.