

SOP #3: Preparation for Field Sampling

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 pre-field season procedures for the Pacific Island Network (PACN) Anchialine Pool Monitoring Protocol. The procedures described here are primarily the responsibility of the field lead who may be assisted in some tasks by the PACN aquatic ecologist. Included in this SOP are a description of general preparations, field season scheduling considerations, and a list of necessary supplies and equipment for sampling.

Procedures

General Preparations and Review

- 1) Review the protocol (monitoring narrative and all SOPs). The PACN aquatic ecologist and the field lead should both be thoroughly familiar with the objectives of the Pacific Island Network Anchialine Pool Monitoring Protocol. They should also have a solid working knowledge of all field sampling methods and techniques.
- 2) Season specific plans. The PACN aquatic ecologist and field lead should review sampling goals, including scheduling and crew member responsibilities. A timeline of tasks and the actual field sampling schedule should be established. The field lead should also review the previous season's field notes.
- 3) Permits. Obtaining all necessary permits is the responsibility of the PACN aquatic ecologist, who may be assisted by park staff or field lead. Scientific collecting permits need to be obtained from the state of Hawaii Department of Land and Natural Resources. One state permit can be filed to apply to all parks in Hawaii where sampling will occur. Additionally, each individual park requires a national park permit filed with the

individual park. Permits to work in each national park can be filed through the Research Permitting and Reporting System (RPRS <https://irma.nps.gov/rprs/>). A minimum of three months is required for obtaining a permit. However, as this is an ongoing monitoring process, the permits should simply be requested and renewed on an annual basis.

- 4) Park contacts. At least two months prior to starting fieldwork, appropriate persons in the park should be contacted (Park safety point-of-contact, usually Chief of Resource Management, and others as applicable, e.g., Chief Ranger, local staff, etc.).

Table 1. Park contact list.

Park	Contact Name	Position	Phone Number	Email
KAHO	Sallie Beavers	Chief of Integrated Resources Management	808-329-6881 ext. 1220	sallie_beavers@nps.gov
PUHO	MaryAnne Maigret	Acting Chief of Integrated Resources	808-328-2326 ext. 1104	maryanne_maigret@nps.gov

- 5) Supplies and equipment. All of the necessary supplies for the season should be located and inspected to ensure that they are in adequate condition. These include, for example, field guides, data sheets, GPS units, maps, and all sampling equipment. Sampling traps should be clean and free of holes, and a sufficient supply of replacement batteries and pencils should be available. It is very important that all gear (including personal items such as boots or tabs) be thoroughly cleaned to avoid inadvertently transporting introduced species to a new location. It is recommended that the field crew has a different set of gear (including personal items such as boots) for each park. Details on preventing the transport on introduced species are provided in SOP #4: “Preventing the Spread of Invasive Aquatic Species.” For additional details see the list of supplies and equipment (See Figure S 1.4) and associated data collection SOPs (#10-19). Supplies should be grouped together in containers according to sampling activity, and each container should have an attached checklist of all necessary supplies. Prior to each sampling event, a new set of data sheets will need to be photocopied onto waterproof paper.
- 6) Location of sites. Prior to the field season, the Field Lead should check all GPS units to ensure that the location coordinates of all sampling sites have been uploaded to each unit. Any unnecessary coordinates from the previous year should be deleted, and maps of all sampling locations should be copied onto waterproof paper. Access points of difficult to reach areas should be marked on the maps and if possible, the coordinates of these points should be saved in the GPS units. Consult the document on “PACN Anchialine Pool Coordinates and Directions to Sample Pools” for more information.