

Standard Operating Procedure #30

Protocol Revision

Version 1.0 (November 7, 2018)

Change History

New Version #	Revision Date	Author	Changes Made	Reasons for Change	Previous Version #

Only changes in this specific SOP will be logged here. Version numbers increase incrementally by hundredths (e.g., version 1.01, version 1.02) for minor changes. Major revisions should be designated with the next whole number (e.g., version 2.0, 3.0, 4.0). Record the previous version number, date of revision, author of the revision, changes made, and reason for the change along with the new version number.

Purpose

This SOP provides guidance on revising the Pacific Island Network (PACN) Anchialine Pool Monitoring Protocol.

Protocol revision guidance is provided by Mitchell et al. (2018). Operational reviews will be conducted before or in the first quarter of each calendar year (i.e., following completion of field work) and uploaded to IRMA. Operational reviews will document suggestions and decisions made to improve the protocol, deviations from the protocol, updated documents (SOPs), and plans to address safety concerns. At a minimum, a scientific review of the full protocol will occur following the first trend report (i.e., after 10 years of data collection). Although scientific reviews are not necessarily prescribed ahead of time, it is considered appropriate in this protocol due to the current logistical constraints of PACN (which limits the number of pools that can be sampled and design that can be implemented) and lack of information on the variability of annual abundance estimates in anchialine pools (which prevents an understanding of statistical power). Ideally, the monitoring protocol will be able to be expanded to other pools using a panel design and begin to incorporate comparisons among pools and abiotic and biotic characteristics of them to gain a more full understanding of animal dynamics and contributing factors to observed population trends.

General Considerations

1. **Documenting change.** All changes must be documented, and updated protocol versions must be recorded in the Revision History Log that accompanies the Protocol Narrative and each SOP.
2. **New versions.** New versions of the Protocol Narrative and SOPs must be posted on IRMA and the PACN web page. Previous versions of the Protocol Narrative and SOPs must be archived in the appropriate folder of the PACN digital library.

Literature Cited

Mitchell, B., A. Chung-MacCoubrey, J. Comiskey, L. Garrett, M. MacCluskie, B. Moore, T. Philippi, G. Sanders, and J.P. Schmit. 2018. Inventory and monitoring division protocol review guidance. Natural Resource Report: In press.