

Standard Operating Procedure #11:

Procedure for Revising Protocol

Version 1.0

In Bat monitoring protocol for the Great Lakes Inventory and Monitoring Network: Version 1.0

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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 will promptly notify the GLKN protocol lead and/or project coordinator about recommended and required changes. The protocol lead and/or project coordinator 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.

Previous Version #	Revision Date	Author (with title and affiliation)	Location in Document and Concise Description of Revision	Reason for Change	New Version #
Add rows as needed for each change or set of changes tied to an updated version number					

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1.0 Introduction

Refined field methods, advances in equipment or analysis techniques, and feedback from field crews and project managers can all contribute to improving and updating the GLKN bat monitoring protocol. This Standard Operating Procedure (SOP) defines a systematic and routine process for incorporating necessary changes into the protocol.

1.1 Steps for Revising the Protocol

1. Attempt to incorporate the changes by first modifying only the relevant SOP(s), without making changes to the protocol narrative. However, if it is clear that changes will also be needed to the narrative, then revise it as well.
2. Track all changes in the revision so the changes are evident to reviewers. For minor changes, at least one other person must review the revision. If the change is more extensive, a discussion of the changes by GLKN staff is warranted before acceptance of the revision. For major changes, review from outside of the network should be sought. Examples of major changes include modifications of the sampling design, significantly altered field methods, and revised analysis techniques.
3. Record the changes in the revision history log of the SOP and/or of the narrative, as appropriate. Include the date of revision, full name(s) and affiliation(s) of author(s), description of and reasons for the changes, and section of SOP or narrative where changes were made.
4. Rename the version of the SOP and/or narrative. For minor changes, only revise the version number after the decimal point (e.g., change Version 1.1 to Version 1.2). For major changes, revise the number before the decimal point (e.g., Version 2.3 to Version 3.0). Also change the version number of the SOP or protocol narrative in the header, as appropriate.
5. Notify the GLKN Data Manager of the changes so that the metadata of the project database will be updated.
6. Changes in procedures, methods, or techniques for measuring any of the parameters associated with this protocol could generate different results from the old procedures, and hence introduce a form of bias. See this protocol's Quality Assurance Plan for more details.
7. Distribute the revised version of the protocol to all appropriate parties, including the members of the field crew and appropriate staff at GLKN and at individual parks. The revised version must also be posted on the network's website.
8. Maintain an archive of previous versions. Such historical information may be crucial for understanding, interpreting, and analyzing data.