

South Florida/Caribbean Network

National Park Service
Inventory and Monitoring Division



Standard Operating Procedure WT11

Revising the Protocol—Version 1.1

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Summary

This standard operating procedure (SOP) describes the procedures for correct completion of the revision log to be used to track changes within the *Coral Reef Ecosystem Water Temperature Monitoring Protocol* (Davis et al. 2013) and associated standard operating procedures. Changes can be suggested at any time following the procedures outlined below.

Revision Log

Revision Date	Author	Changes Made	Reason for Change	New Version #
4/23/2020	Judd Patterson	Minor edits, increment the version by tenths (previously it was hundredths), and updated the revision approval process.	Procedures now match recently published protocols and guidance of Regional Program Manager.	1.1

Procedures

The *Coral Reef Ecosystem Water Temperature Monitoring Protocol* (Davis et al. 2013) and associated Standard Operating Procedures can only be modified through the use of a versioning system with the following guidance. Changes will be designated as minor (e.g., software update or change) or major (e.g., modification of sampling frequency).

1. Protocol edits and versioning are tracked in the Revision History Log attached to the narrative and each SOP. Major changes result in an update by whole numbers (e.g., version 1.0, version 2.0, etc.) and minor changes by tenths (e.g., version 1.1, version 1.2). Record the new version number, date of revision, author of the revision, description of the change, and reason for the change. The version number used for the narrative and the SOPs will not stay synchronized. As some SOPs and/or the narrative and not others are updated, the version numbers will diverge.
2. All major changes must first be approved by appropriate network and park staff, including the network program manager and data manager. All suggested updates are then sent to the regional program manager for review and recommendation for whether additional scientific review is needed. The regional program manager will approve or provide feedback to the network staff and determine if additional external scientific review is necessary. In general, minor changes to the protocol will only require in-house review by network staff (e.g., editing, formatting, switch to new software or comparable technology changes that do not affect sampling design, data quality, or data interpretation) followed by submission to the regional program manager for approval. Major changes in the protocol may require external review by subject matter experts (e.g., fundamental changes in sampling design or field methods).
3. Once approved for publication, the narrative, if revised, is submitted first to the regional editor and then to the national I&M publication manager for formatting review and, finally, a new report number. The SOPs also go through the regional editor before they can be published to IRMA. The SOPs are published without obtaining a report number.
4. The data manager is informed about the changes to the protocol so the new version numbers can be incorporated in the project database metadata, reports, etc. The data manager may need to edit the database if the changes affect the database structure.
5. The new protocol version is posted on the [SFCN website](#) and NPS Integrated Resource Management Applications (IRMA) [Data Store](#), the National Inventory and Monitoring Program protocol database is updated, and copies are forwarded to the parks and all people or organizations known to be working with the previous version of the protocol.

Literature Cited

Davis, Andy D., Andrea J. Atkinson, Michael W. Feeley, Jeff Miller, Judd M. Patterson, Lee Richter, Caroline S. Rogers, Robert J. Waara, Kevin R.T. Whelan, and Brian Witcher 2013. Coral Reef Ecosystem Water Temperature Monitoring Protocol, v 1.0. Natural Resource Report NPS/SFCN/NRR—2013/679. National Park Service, Fort Collins, Colorado. Available at: <https://irma.nps.gov/DataStore/Reference/Profile/2196851> (last accessed November 2020).