

SOP #6. Reporting, version 1.0

Revision History Log:

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

6.1 Purpose

This document provides an overview of the types of figures and tables that will be used in the annual reporting for this protocol and a schedule of reporting. Annual reports include summaries of all collected during the sample year. Reporting will be completed after all QA/QC procedures have been executed and the data have been finalized.

6.2 Scope and Applicability

This SOP applies to the program lead and associated lead technicians.

6.3 Procedures and General Requirements

Annual reports will contain the sections listed below (at a minimum). Shorter 1-2 page resource briefs can be produced summarizing information from the annual report. More comprehensive reports will be produced every 10 years. Comprehensive reports will include more detailed and thorough analyses.

- Introduction: The introduction will include a concise narrative regarding general conditions, noteworthy events, and overview of the sampling events generalized at the park level.
- Methods: Brief description of methods used to capture observations.
- Results: Results are presented through a series of figures and tables with a brief description. At a minimum, the following will be included. If additional analyses are completed (i.e. assessment of covariates, summary information will be included in annual reports).
 - Figures:
 - Map of sites surveyed in different portions of the range showing where P. shenandoah was detected
 - Figure of annual occupancy estimates (i.e. trend) in each portion of the range.
 - Tables:
 - Number of sites visited/season/year

- Site visit data (i.e. site number, sample date, # of each species observed)
- Site habitat data
- Overall occupancy, colonization, extinction, detection probability and turnover estimates in each portion of the range

6.4 Reference Documents

None