

SOP #7. After the Field Season, version 1.0

Revision History Log:

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

7.1 Purpose

This Standard Operating Procedure (SOP) explains procedures that all field observers using the Shenandoah Salamander Monitoring Protocol for Shenandoah National Park should be familiar with and follow after the field season is completed.

7.2 Scope and Applicability

This Standard Operating Procedure (SOP) applies to all those involved with the Shenandoah Salamander Monitoring program, especially the field crews and those managing the data sheets and database.

7.3 Procedures and General Requirements

- Clean and repair all equipment prior to returning them to their proper storage areas. All field equipment should be cleaned of mud, algae, and other debris, washed in 10% bleach solution, rinsed, and allowed to air dry before storage. Clean the insides and outsides of all vehicles used in the field. Any field equipment that is damaged or not functioning should either be discarded or repaired. All references and manuals should be re-shelved at the appropriate library and appropriate bookshelf. Other reference materials and extra (blank) data sheets should be filed in their appropriate file folders within designated filing cabinet(s) at NEARMI office.
- Organize field data sheets and check that they have been filled out completely. As specified in SOP #4, all data sheets should be reviewed for completeness at the end of each field day. However, some deficiencies in data recording may not be identified until all data sheets have been organized and reviewed as a group at the end of the field season (e.g., when habitat work has inadvertently been missed for a study site). If this is the case and the pertinent missing data can still be collected (i.e. data that would not have changed during intervening days/weeks), personnel responsible must return to the field site to obtain the missing data.

- Identify, obtain, and specify climate data. It is of critical importance that these data be incorporated into the monitoring efforts and entered appropriately onto datasheets and into the database.
 - Climate can influence amphibian numbers, both in actual population sizes and in the proportion observed during a survey. Excess precipitation can disrupt surveys (e.g., visibility, search area disturbance or surface flow), while drought conditions may also impact surveys (e.g., soils are dry, creating habitat conditions unsuitable for foraging salamanders). Daily climate data will be obtained from the SHEN Big Meadows weather station (if available) or from a region wide climatic database on the internet (e.g. NOAA climate data online; <https://www.ncdc.noaa.gov/cdo-web/>). A weather station at Big Meadows is part of the EPA Clean Air Status and Trends Network (CASTNET; [www. https://www.epa.gov/castnet](http://www.epa.gov/castnet)).
 - Detailed metadata will be included in the database.
- Logs of each field trip should be kept, including personnel, individual responsibilities within each survey, and unique field notes. These notes should be entered into the database, and will allow more detailed understanding of field conditions, and help clear data discrepancies once the data are being analyzed. Relevant notes can be included in the habitat data or visit data tables in the database.
- Prepare data for analysis as described in SOP #5.

7.4 Reference Documents

None