

SOP #8. Revising the Protocol, version 1.0

Revision History Log:

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

8.1 Purpose

This Standard Operating Procedure (SOP) explains how to make changes to the Shenandoah Salamander Monitoring Protocol Narrative and accompanying SOPs and tracking these changes. Observers asked to edit the Protocol Narrative or any one of the SOPs must follow this outlined procedure to eliminate confusion in how data are collected and analyzed. All observers should be familiar with this SOP to identify and use the most current methodologies.

8.2 Scope and Applicability

This Standard Operating Procedure (SOP) applies to naming and tracking different versions of the Shenandoah Salamander Monitoring Protocol and associated SOPs.

8.3 Procedures and General Requirements

- The Shenandoah Salamander Monitoring Protocol Narrative and accompanying SOPs were assembled with the goal of incorporating sound methodologies for collecting and analyzing amphibian data. However, all protocols may require editing as new information becomes available.
- Required edits should be made in a timely manner and should receive appropriate peer-review. All edits should be reviewed for clarity and technical reliability. Small changes or additions to existing methods should be reviewed in-house by NPS Mid-Atlantic Network I&M staff and relevant staff at Shenandoah National Park. However, if a complete change in methods is sought, an outside peer review is required. Regional and National staff within the National Park Service possessing knowledge in amphibian research and data analysis will be utilized as reviewers as will experts in amphibian research and statistical methodologies outside of the National Park Service.
- All edits and protocol versioning must be approved by the Project Manager. Once approved, all changes must be documented in the Revision History Log (see above) that accompanies the Protocol Narrative and each SOP. Log changes in the Protocol Narrative or SOP being edited only. Version numbers increase incrementally by tenths (e.g., version 1.1, version 1.2, ...etc) 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, identify paragraphs and

pages where changes are made, and the reason for making the changes along with the new version number.

- Inform the Data Manager about changes to the Protocol Narrative or SOP so the new version number can be incorporated in the Metadata of the project database. The database may have to be edited by the Data Manager to accompany changes in the Protocol Narrative and SOPs.
- Post new versions on the internet and forward copies to all individuals with a previous version of the changed Protocol Narrative or SOP.

8.4 Reference Documents

None