

**Protocol for Monitoring Springs at Ozark National Scenic Riverways, Missouri.
Heartland I&M Network**

SOP 14: Procedures and Equipment Storage after the Field Season

Version 1.1 (03/5/2021)

Revision History Log:

Previous Version #	Revision Date	Author	Changes Made	Reason for Change	New Version #
1.0	3/5/2021	H.R. Dodd	Revised information on completion of necessary paperwork and reports: modified information on trip report and added Operational review report	IMD requirement of an Operational Review Report and documentation of report in database. Trip report is no longer documented in the database.	1.1

Maintenance of sampling equipment will be necessary to maximize its life and ensure proper functioning. Poorly maintained equipment adversely affects equipment performance thus decreasing the accuracy of water quality readings and sampling efficiency. This will introduce variability into the data set. This SOP explains procedures that all field observers should be familiar with and follow after the field season is completed.

Procedures:

Equipment

- A. Clean and repair all equipment and return each piece of equipment to its proper storage areas to ensure safe storage and that other crew members can locate equipment when needed. Maintenance and storage of electronic equipment should follow manufacturer's instructions.
- B. Check sampling nets and determine if new nets must be ordered prior to the next field season.
- C. Batteries must be removed from all equipment. Rechargeable batteries are used in some equipment (*e.g.*, backpack electrofishing units). These batteries should remain on chargers when not in use.
- D. Clean the insides and outsides of all vehicles and boats used in the field.

Paperwork and Reports

- A. All field data sheets should have been checked at the end of each field day, but crew lead should look over all field sheets again to ensure all data has been accurately recorded. All field sheets should be placed in the laboratory within a week after field work has been completed to ensure data sheets are not lost.
- B. All reference manuals should be re-shelved. Other reference materials and extra data sheets need to be filed in their appropriate filing cabinet.
- C. At the end of each field season after all sampling has been completed, the crew lead (may or may not be the project manager) will file a trip report within two weeks and place it on the network's server (see SOP 13, Reporting). An operational review report is to be conducted for this protocol at the end of the calendar year (see SOP 13). This report information is incorporated in the database (see SOP 11, Data Management) and used during data analysis, and it may be useful in identifying causes for discrepancies and inconsistencies in the data.