

South Florida/Caribbean Network

National Park Service
Inventory and Monitoring Division



Standard Operating Procedure SEA10

Revising the Protocol—Version 1.1

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Purpose

This standard operating procedure (SOP) describes how changes in the protocol and SOPs will occur and how they will be tracked.

Revision Log

Revision Date	Author	Changes Made	Reason for Change	New Version #
2/9/2021	Judd Patterson	Updated revision process to match the latest guidance.	Procedures now match recently published protocols and guidance of Regional Program Manager.	1.1

Procedures

The South Florida/Caribbean Network Seagrass Community Monitoring Protocol Narrative (Davis et al. 2022), SOPs, and Quality Assurance Plan (QAP) 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 technology change) or major (e.g., modification of sample design, change in field methods, expansion of monitoring to new areas).

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 suggested changes made by appropriate network and park staff, including the network program manager and data manager are first sent for approval to the regional program manager. The regional program manager will review and must approve all changes to be made and will determine if additional external scientific review is necessary. In general, minor changes to the protocol include editing, formatting, a switch to new software or comparable technology changes that don't fundamentally affect sampling design or data interpretation. Major more substantive changes in the protocol may require external review by subject matter experts (e.g., fundamental changes in sampling design, field methods).
3. If any modifications are made to the document that incorporates expanding the study to other areas (creating new monitoring sites beyond established ones) then there should be an included discussion of NEPA and NHPA review and compliance.
4. Once approved for publication, the narrative, if revised, is submitted to the national I&M publication manager for formatting review and a new report number. The SOPs can be published to IRMA without obtaining a new report number.
5. 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.
6. The new protocol version is posted on the [SFCN website](#) and <http://irma.nps.gov>, the National Inventory and Monitoring Program protocol database is updated, and copies are forwarded to the parks and all people/organizations known to be working with the previous version of the protocol.

Literature Cited

Davis, A. D., M. W. Feeley, M. Londoño, L. Richter, J. M. Patterson, A. J. Atkinson. 2022. South Florida/Caribbean Network seagrass community monitoring: Protocol narrative. Natural Resource Report NPS/SFCN/NRR—2022/2424. National Park Service, Fort Collins, Colorado. Available at: <https://irma.nps.gov/DataStore/Reference/Profile/2293388> (last accessed July 2022).