

# **Standard Operating Procedure #13: Procedure for Revising the Protocol**

*Version 1.1 (2021)*

***In Water Quality Monitoring Protocol for Inland Lakes: Great Lakes Inventory and Monitoring Network***

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## SOP13 – Contents

|                                           | Page |
|-------------------------------------------|------|
| Revision History Log.....                 | iii  |
| 13.0 Introduction.....                    | 1    |
| 13.1 Steps for Revising the Protocol..... | 1    |



## Revision History Log

The following table lists all edits and amendments to this document since the original publication date. Information entered in the log must be complete and concise. Users of this standard operating procedure will promptly notify the project manager and/or the Great Lakes Network (GLKN) data manager about recommended and required changes. The project manager must review and incorporate all changes, complete the revision history log, and change the date and version number on the title page and in the header of the document file. For complete instructions, please refer to the information in this protocol, below.

| <b>Previous Version #</b>                                                              | <b>Revision Date</b> | <b>Author (with title and affiliation)</b> | <b>Location in Document and Concise Description of Revision</b>                                                                                                                                                                           | <b>Reason for Change</b>                                                                              | <b>New Version #</b> |
|----------------------------------------------------------------------------------------|----------------------|--------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|----------------------|
| 1.0                                                                                    | 5/01/2015            | David VanderMeulen, GLKN                   | Updated the NPS contact author, added information about obtaining a new document number, noted that data manager will repost new version of narrative to IRMA if major changes are made, fixed a handful of grammatical errors throughout | To clarify and update SOP based on changes that have occurred since Version 1.0 was published in 2008 | 1.1                  |
| 1.1                                                                                    | 9/2/21               | Ted Gostomski, GLKN                        | Removed old publication date and suggested citation from Cover Page; removed dated text from page headers.                                                                                                                                | Ensuring clean versioning                                                                             | 1.2                  |
| Add rows as needed for each change or set of changes tied to an updated version number |                      |                                            |                                                                                                                                                                                                                                           |                                                                                                       |                      |

## 13.0 Introduction

Because of the long-term nature of the National Park Service's (NPS) monitoring program, the projects must necessarily accommodate change. Refined field methods, advances in analysis techniques, and feedback from field crews and project managers can all contribute to improving the monitoring protocol. The purpose of the current SOP is to define a systematic and routine process for incorporating these changes into the protocol.

### 13.1 Steps for Revising the Protocol

1. Attempt to incorporate the changes by first modifying only the SOP(s), without making changes to the protocol narrative. However, if it is clear that changes will also be needed on the narrative, then revise it as well.
2. Make all revisions using the Track Changes feature of Microsoft Word. For minor changes, at least one other person must review the revision. If the change is more extensive, a discussion of the changes by network staff is warranted before acceptance of the revision. For major changes, review from outside of the network should be sought. Examples of major changes include modifications of the sampling design, significantly altered field methods, and revised analysis techniques.
3. Record the changes in the revision history log of the SOP and/or in the narrative, as appropriate. Include the date of revision, full name(s) and affiliation(s) of author(s), description of and reasons for the changes, and section of SOP or narrative where changes were made.
4. Rename the version of the SOP and/or narrative. For minor changes, only revise the version number after the decimal point (e.g., change V. 1.1 to V. 1.2). For major changes, revise the number before the decimal point (e.g., V. 2.3 to 3.0) and obtain a new Natural Resources Report number. Also change the version number of the SOP or protocol in the header or footer, as appropriate.
5. Notify the data manager of the change(s) so that the metadata of the project database will be updated. If major changes are made to the protocol narrative the data manager will also repost the updated narrative to the NPS Integration of Natural Resource Applications website.
6. Distribute the revised version to all appropriate parties, including the members of the field crew and appropriate GLKN staff. The revised version must also be posted on the network's website.
7. Maintain a library of previous versions. Such historical information may be crucial for understanding, interpreting, and analyzing data.