

Standard Operating Procedure #30

Revising the Protocol

Version 2.0 (August 8, 2022)

Change History

New Version #	Revision Date	Author	Changes Made	Reasons for Change	Previous Version #
2.0	8/8/2022	Kim Weisenborn	Revised SOP to be more consistent with other protocol SOPs.	To create consistency across protocols when it comes to revising the protocol.	1.0

Only changes in this specific SOP will be logged here. Version numbers increase incrementally by hundredths (e.g., version 1.01, version 1.02) 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, changes made, and reason for the change along with the new version number.

Purpose

This SOP provides guidance on revising the Pacific Island Network (PACN) Anchialine Pool Monitoring Protocol.

Rationale

The PACN Anchialine Pool Monitoring Protocol Narrative and associated SOPs represents an effort to document and employ scientifically rigorous methodologies for collecting, managing, analyzing, and reporting Anchialine Pool monitoring data and information. However, all protocols regardless of initial rigor require editing as new and different information becomes available. Required edits should be made in a timely manner and appropriate reviews undertaken. Careful documentation of changes to the protocol, and a library of previous protocol versions are essential for maintaining consistency in data collection and for appropriate treatment of the data during data summary and analysis. The Microsoft Access® database for each monitoring component contains a field that identifies which version of the protocol was in use when the data were collected.

In this context of revising the protocol, the rationale for dividing this document into a Protocol Narrative with supporting SOPs is based on the following:

- The Protocol Narrative is a general overview of the protocol that gives the history and justification for monitoring and an overview of the sampling methods but does not provide all

of the methodological details. The Protocol Narrative will only be revised if major changes are made to the protocol.

- The SOPs, in contrast, are very specific step-by-step instructions for performing a given task. They are expected to be revised more frequently than the Protocol Narrative.
- When an SOP is revised, in most cases, it is not necessary to revise the Protocol Narrative to reflect the specific changes made to the SOP.

All versions of the Protocol Narrative and SOPs will be archived in the [PACN Monitoring Archive Library](#)¹ in SharePoint (see [SOP #21 Workspace Setup and Project Records Management](#)) and uploaded to the Integrated Resource Management Applications Portal's (IRMA) Data Store².

Revision Schedule

Protocol revision guidance is provided by Mitchell et al. (2018)³. Operational reviews will be conducted before or in the first quarter of each calendar year (i.e., following completion of field work) and uploaded to IRMA. Operational reviews will document suggestions and decisions made to improve the protocol, deviations from the protocol, updated documents (SOPs), and plans to address safety concerns. At a minimum, a scientific review of the full protocol will occur following the first trend report (i.e., after 10 years of data collection). Although scientific reviews are not necessarily prescribed ahead of time, it is considered appropriate in this protocol due to the current logistical constraints of PACN (which limits the number of pools that can be sampled and design that can be implemented) and lack of information on the variability of annual abundance estimates in anchialine pools (which prevents an understanding of statistical power). Ideally, the monitoring protocol will be able to be expanded to other pools using a panel design and begin to incorporate comparisons among pools and abiotic and biotic characteristics of them to gain a fuller understanding of animal dynamics and contributing factors to observed population trends.

Revision Procedure

All edits require review for clarity and technical soundness. Small changes or additions to existing methods should be reviewed in-house by PACN staff (e.g., version changes by hundredths). However, if there is a complete or major change in methods, then an outside review may be required (e.g., version changes by whole numbers). If there is a major change in methodology, either to the entire protocol or individual SOPs or narrative components, the Pacific West Region Inventory and Monitoring Program Manager should be consulted to determine the appropriate level of peer review required. Typically, regional and national staff of the NPS, and outside experts in government, private sector, and academia with familiarity in Anchialine Pool Monitoring in the Pacific Islands

¹ PACN Monitoring Archive, https://doimsp.sharepoint.com/sites/nps-PWR-PACNIM/monitoring_archive/ (accessed 8 August 2022).

² IRMA Data Store, <https://irma.nps.gov/DataStore/> (accessed 8 August 2022).

³ Inventory and Monitoring Division protocol review guidance, <https://irma.nps.gov/DataStore/Reference/Profile/2253227> (accessed 8 August 2022).

will be utilized as reviewers.

Metadata

Any changes to associated database design and organization are documented in the Metadata of the project database(s) (see [SOP #27 Metadata Development](#) for more information).

Notification

The PACN Data Manager should be informed of changes to the Protocol Narrative or SOPs so the new version number can be incorporated in the metadata of the project database. The database may have to be edited by the PACN Data Manager to accompany changes in the Protocol Narrative or SOPs.

The appropriate PACN staff should be notified of the changes and appropriate level review process initiated as determined in collaboration between the network staff and protocol principal investigator.

Once review comments are received, incorporated, and approved, the revised Protocol Narrative or SOP versions will be uploaded to the NPS Data Store. The PACN Data Manager will archive the older and updated versions of the Protocol Narrative in the PACN Monitoring Library. The PACN Data Manager will forward the Data Store link to all individuals with a previous version of the Protocol Narrative or SOPs.

Literature Cited

Mitchell, B., A. Chung-MacCoubrey, J. Comiskey, L. Garrett, M. MacCluskie, B. Moore, T. Philippi, G. Sanders, and J.P. Schmit. 2018. Inventory and monitoring division protocol review guidance. Natural Resource Report: In press.
<https://irma.nps.gov/DataStore/Reference/Profile/2253227> (accessed 8 August 2022).