

Standard Operating Procedure #13:

Procedures After the Field Season

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Revision History Log

Date	Previous version	New version	Authors
2012	1.0	2.0	Suzanne Sanders and Jessica Grochowski
Administrative and logistical changes were added or modified.			
2024	2.0	2.1	Suzanne Sanders and Jessica Kirschbaum
Revised to: • reflect the fact that seasonal staff may, or may not be, federal employees; wording was generalized; • add wording and procedures for all tasks related to PIV cards; • reflect the fact that we no longer use paper datasheets; all references to data entry, data checking, camera downloading, and photo inspections and renaming have been updated; • update the timing of planned events in the annual cycle to make it more realistic; • improve wording and flow of text.			

Introduction

The procedures associated with completing the field season must be performed in earnest once sampling is completed, and continued through the following May. The purpose of this SOP is to identify these procedures, thereby promoting better project management. Please note that the procedures noted here from November through April overlap with pre-season procedures listed in SOP 1: Preparations and Equipment Setup Prior to Field Season.

August

- Complete written employee performance evaluations.
- Perform reviews with field crew members.
- Collect seasonals' PIV cards.
- Submit actions to terminate seasonal employees. This is done via the DOI Access portal and ensures that both their DOI Access account and Active Directory account are closed out. It is also a good idea to notify the IT Specialist and Administrative Officer once this has been done, as they may be aware of any new or additional off-boarding requirements.

September

- Thoroughly clean all field equipment prior to storage. This includes backpacks, cruiser vests, hydration bladders and hoses, tents, and sleeping pads.
- Inventory equipment, making notes on the condition of each item; repair as needed and make plans for what needs to be purchased before the start of next season.

October

- Export data from ArcGIS Online Portal and into MS Access database.
- Run QA/QC routines on data; correct data as needed.

November

- Begin creating data summaries and report writing.

December–February

- Continue data summaries and report writing.

March

- Present draft annual summary report to the park for review.
- Work with network Science Writer to draft a resource brief about the previous year's work.
- Present results at the technical committee meeting or some other venue in or near the park where monitoring occurred.

April

- Revise annual summary report following park review.

May

- Present final copy of annual summary report to the park.