

Standard Operating Procedure #14:

Protocol Review and Revision

Version 2.0 (1/26/2024)

Prepared by

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Revision History Log

Date	Previous version	New version	Authors
2024	1.0	2.0	Suzanne Sanders and Jessica Kirschbaum
Revised to:			
- reflect the fact that updated protocol versions will be made available on the GLKN website via linkage with the NPS Integrated Resource Management Applications (IRMA) portal; - provide minor updates to wording.			

14.0 Introduction

The long-term nature of the National Park Service's monitoring program necessitates 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.

14.1 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 in 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(s) is/are more extensive, a discussion of the changes by network staff is warranted before acceptance of the revision(s). Solicit reviews from outside of the network (and outside of the National Park Service, if possible) for major changes. 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 appropriate SOP(s) 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(s) and/or narrative. For minor changes, only revise the version number after the decimal point (e.g., change Version 1.1 to Version 1.2). For major changes, revise the number before the decimal point (e.g., Version 2.3 to 3.0). Also change the version number of the SOP or protocol in the header or footer as appropriate.
5. Notify the network Data Manager of the change(s) so that the metadata of the project database will be updated.
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 via the NPS IRMA portal.
7. Maintain a library of previous versions. Such historical information may be crucial for understanding, interpreting, and analyzing data.