

South Florida/Caribbean Network

National Park Service
Inventory and Monitoring Division



Standard Operating Procedure CR23

Revising the Protocol—Version 2.1

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Summary

Define how changes in the protocol will occur and how they will be tracked. Changes can be suggested at any time following the procedures outline below.

Revision Log

Revision Date	Author	Changes Made	Reason for Change	New Version #
January 2015	Andrea Atkinson	SOP added to protocol to meet NPS I&M Program standards.	Tied to I&M 2.0 version of protocol. No version with legacy protocol.	2.0
May 2020	Mike Feeley	<u>All</u> changes after operational review are approved by the regional manager. Minor edits increment the version by tenths (previously it was hundredths) and updated the revision approval process.	Mitchell et al (2018) guidance was amended. Procedures now match recently published protocols and guidance of Regional Program Manager.	2.1

Procedures

Once published in the Natural Resource Report Series, the protocol “Coral Reef Monitoring Protocol” can only be modified through a versioning system with the following guidance. Changes will be designated as minor (e.g., software update or change) or major (e.g., install a monitoring site, modification of sampling frequency).

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 sent for approval by 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 do not require external review. These include editing, formatting, or a switch to new software or comparable technology changes that don't fundamentally affect sampling design or data interpretation. Major or more substantive changes in the protocol may require external review by subject matter experts. Major changes include fundamental changes in sampling design or 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 needs to 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 are not formal reports and can be posted to IRMA without obtaining a 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.