South Florida/Caribbean Network

National Park Service
Inventory and Monitoring Division

Standard Operating Procedure RF06

Revising the Protocol—Version 1.0

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Purpose

This standard operating procedure (SOP) describes how changes in the protocol and SOP's will occur and how they will be tracked.

Revision History Log

Revision Date	Author	Changes Made	Reason for Change	New Version #

Introduction

Once published in the Science Report Series, *A Cooperative Multiagency Reef Fish Monitoring Protocol for the Florida and U.S. Virgin Islands Coral Reef Ecosystems* can only be modified through the use of a versioning system. It is possible that changes to the reef fish monitoring narrative will have direct effects on the accompanying set of SOPs or vice versa. In such cases, modifications will be made according to the following guidance:

1. All minor or major editorial changes and formatting to the narrative and/or SOPs will initially require an in-house review by SFCN staff (including marine and data management staff involved with the protocol) and partners (NOAA, FWRI, UM-RSMAS). All recommended changes will be submitted in writing to the regional program manager for review. If changes are minor, the protocol can be updated and there will not be a need for an external review. Major changes that have the potential to affect the data or data analyses, such that data collected after the change cannot easily be rectified with earlier data, will require external review and approval by the regional program manager. A formal science peer review at the discretion of the regional program manager may be required.

2. Suggestions can be made at any time, but the South Florida/Caribbean Network may choose to compile them over the course of a year and summarize them through the annual operational review of the protocol before submitting updates and recommendations to the region.

3. Protocol edits and versioning are tracked in the Revision History Log attached to the narrative and/or respective SOP. Major changes result in updates by whole numbers (e.g., version 1.0 to 2.0) and minor changes by tenths (e.g., version 1.1 to 1.2). The new version number, date of revision, author of the revision, a description of the change, and rationale for the change must be included in the Revision History Log.

4. A published digital version of the protocol narrative, individual SOP's, supporting documents, and scripts will be made available on the SFCN website and at https://irma.nps.gov/DataStore/.