

Invasive Species Early Detection Monitoring Protocol for Klamath Network Parks

Standard Operating Procedure (SOP) #13: Post-Field Season

Version 2025Jun09

Citation for this SOP:

Klamath Network. 2025. Standard Operating Procedure 13: Post-Field Season: 2025Jun09. Klamath Network Invasive Species Early Detection Monitoring Protocol. Unpublished National Park Service Standard Operating Procedure, Klamath Inventory and Monitoring Network, Ashland, Oregon.

Citation for the original protocol:

Odion DC, Sarr DA, Mohren SR, Klinger RC. 2010. Invasive Species Early Detection Monitoring Protocol for Klamath Network Parks. Natural Resource Report. NPS/KLMN/NRR—2010/227. National Park Service. Fort Collins, Colorado <https://irma.nps.gov/DataStore/Reference/Profile/2124867>

(Note that updated versions of the protocol are linked from the original IRMA record.)

To create a new version of this SOP, carefully follow the instructions for the KLMN (caves) SOP: Revising the Protocol (<https://irma.nps.gov/DataStore/Reference/Profile/2238840>). Use the Revision History Log below to describe the revisions:

- Populate the top table of the revision history log, providing the previous version date, author of the change, a specific but concise description of the changes made, the footnote number associated with change details, and a new version date.
- In the bottom table, add a footnote and as much text as needed to describe in detail the reasons for and implications of the change.
- Replace en dashes with text.

Previous Version Date	Author of Change	Changes Made	Footnote #	New Version Date
02/2010	LNy	Protocol updates	1	4/18/2025
4/18/2025	T. Berrian	Formatted to adhere to 508 compliance standards.	–	6/09/2025
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Footnote #	Detailed Reasons for and Implications of the Changes
1	Minor edits made throughout to reflect changes in protocol and our network's operational review process. All outdated guidance deleted.
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This SOP explains procedures that will be completed after the field season, which include handling equipment, data forms, communication with NPS personnel, and reporting. Field crew members will assist the Crew Lead in completing post season field tasks.

Inventory, Clean, and Store Field Equipment

1. All equipment should be checked in following the Klamath Network property guidelines maintained by the Program Assistant. Electronic equipment (GPS units, rangefinders, laptop computers, etc.) should be checked in with the Data Manager.
2. Record broken or missing equipment on the Network's equipment inventory sheet. Label the equipment with sufficient information so that someone else will understand the specific problem.
3. Report missing or faulty equipment and/or equipment needing repairs to the Crew Lead so that equipment can be repaired or replaced before the following field season. It is the Crew Lead's responsibility to account for all equipment and have it repaired or replaced at the end of the field season.
4. All equipment should be cleaned, in working order, and stored in the proper storage location. Equipment should be prepared for winter storage, which will include removing batteries, emptying fluids, and winterizing trailers when applicable.

Vehicles

Vehicles should be full of fuel and the inside and outside thoroughly cleaned. Mileage reports and vehicle maintenance forms should be submitted to the Program Assistant. Any damage, needed repairs, or required maintenance should be reported at the time the vehicle is checked into the Network. Before signing off on the vehicle, one of the core Network staff should inspect the vehicle.

Operational Review

Prior to ending the field technician's seasonal employment, the Protocol Lead should meet with the crew to conduct an Operational Review. The template for the Operational Review can be found here: N:\Monitoring_General_Guidance. While the template outlines all specific topics that need to be covered, generally these are the types of topics that will be discussed in the Operational Review:

- Determine how the field season went overall.
- Review what was accomplished and what did not get completed.
- Discuss options to improve upon any aspect of the protocol.
- Determine whether the field crew has any concerns that should be addressed prior to the next field season.
- Discuss field equipment (e.g., repairs needed, software updates, additional equipment, etc.).
- Review the training schedule and see if there are any areas for improvement or if there is additional training the field crew desires.

In addition to conducting an Operational Review, the Crew Lead should contact the Park Contact to accomplish the following:

- Discuss the field season and determine if the park staff had any concerns or areas for improvement.
- Ensure all park keys have been returned.
- If park housing was used, make certain it was left in proper order.
- Examine ways to improve Project Lead, Crew Lead, Park Contact, and Field Crew relationships (e.g., improved communication, periodic meeting, etc.).