

Sierra Nevada Network Lake Monitoring Protocol

SOP 15. Protocol Revision

Version 1.00, October 2007

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Revision History Log

Previous Version #	Revision Date	Author	Changes Made	Reason for Change	New Version #

SIEN Lake Monitoring Protocol

Overview

Adapted from the NCCN Landbird Monitoring Protocol (Siegel et al. 2007)).

This SOP explains how to make and track changes to the Sierra Nevada Network Lake Monitoring Protocol, including the accompanying SOPs. Personnel should refer to this SOP whenever edits are necessary, and should be familiar with the protocol versioning system in order to identify and use the most current version of the protocol documents. Required revisions should be made in a timely manner to minimize disruptions to planning and operations for the following year.

Procedures:

1. Document edits and protocol versioning in the Revision History Log embedded in the narrative and each SOP document. Log changes only in the document being edited. Version numbers increase incrementally by the hundredths (e.g., version 1.01, version 1.02, etc) for minor changes. Major revisions should be designated with the next whole number (e.g., 2.00, 3.00, 4.00, etc.). Record the previous version number, date of revision, author of the revision, identify paragraphs and pages where changes are made, and the reason for making the changes along with the new version number.
2. Inform the data manager about all protocol changes so the new version number(s) can be incorporated into project metadata. The data manager should be consulted prior to revision so the integrity of the data set is fully considered and ample time is allowed if changes to the database are necessary.
3. All edits require review for clarity and technical soundness. Small changes in response design (e.g., adding or modifying a variable), logistics planning, project budget, reporting schedules, or database implementation may be reviewed in house by the protocol lead and water work group and approved by the network coordinator. More drastic changes—for example, modifications to the sample design or analytical methods for trend detection—will trigger an outside review to be coordinated by the National Park Service, Water Resources Division and Pacific West Regional office.
4. Upon approval, new versions of documents should be posted to SIEN's web pages and forwarded to all pertinent individuals.

Literature Cited

Siegel, R. B., R. L. Wilerson, K. Jenkins, R. C. Kuntz II, J. Boetsch, J. Schaberl, and P. Happe. 2007. Landbird monitoring protocol for the National Parks in the North Coast and Cascades Monitoring Network (NCCN). U.S. Geological Survey Techniques and Methods 2–A6. U.S. Geological Survey, Reston, Virginia. Available from <http://pubs.usgs.gov/tm/tm2a6/> (accessed XXXX).