**Breeding Bird Monitoring Protocol for the Heartland Inventory and Monitoring Network**

**Standard Operation Procedure 9: Procedures and Equipment Storage After the Field Season**

**Version 3.00 (05/01/2019)**

**Revision History Log:**

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| Previous Version # | Revision Date | Author | Changes Made | Reason for Change | New Version # |
| 1.01 | May 2008 | D.G. Peitz | Entire document | Edited to reflect that bird monitoring has been expanded to ten additional network parks | 2.00 |
| 2.00 | May 2019 | D.G. Peitz | Updated throughout to NRSS format. | Made SOP NRSS compliant. | 3.00 |
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This Standard Operating Procedure explains procedures that all field observers using the Breeding Bird Monitoring Protocol for the Heartland Inventory and Monitoring Network (HTLN) should be familiar with and follow after the field season is completed.

**Procedure**

Clean and repair all equipment prior to returning to proper storage areas in the HTLN building or the HTLN storage building. All reference manuals should be re-shelved on their appropriate bookshelf. Other reference materials and extra data sheets need to be filed in their appropriate filing cabinet. Clean the insides and outsides of all vehicles used in the field.

Organize field data sheets and check that they have been filled out completely. As a rule, all data sheets need to be reviewed for completeness before the crew leaves the field. However, because of the number of field days and crewmembers, some deficiencies in data recording may not be identified until all data sheets have been organized and reviewed as a group (e.g. when habitat work has inadvertently been missed for a plot).

Identify and obtain ancillary data. It is of critical importance that this data be incorporated into the bird monitoring efforts. First and foremost, knowledge of management efforts in a park for that year (i.e. controlled burns and cattle grazing) will be used to assess the effects of these efforts on the habitat and birds present. Second, vegetation data collected by HTLN will assist in evaluating habitat types and may give an indication as to why the presence or absence of a bird species was observed. Certain plants may be utilized for food, cover or nesting differently by different birds, thus altering the bird communities observed. Climate can also influence bird numbers, both directly and indirectly. Excess precipitation can disrupt nesting success while drought conditions may limit plant growth, thus food and cover availability for young. Therefore, annual climate data will be obtained from a region-wide climatic database on the internet at: <http://agebb.missouri.edu/> or other sources.

At the end of each field trip, file a trip report with the data manager outlining hours worked, field-crew members and their responsibilities on the project, and any unique situations encountered. This information is incorporated in the database and used during data analysis. This information is critical for identifying causes for discrepancies and inconsistencies in the data. The project leader is responsible for filing all trip reports.

The project leader also conducts an operational review and data quality assessment, and authors a report on their findings with input from the sampling team. The program manager reviews the report. Final operational review reports are stored on the HTLN server in the project’s OpsReview report folder.