

Standard Operating Procedure (SOP) #13

After the Field Season

Version 2.0 (October 4, 2022)

Change History

New Version #	Revision Date	Author	Changes Made	Reason for Change	Previous Version #
2.0	10/4/2022	Kathryn Akamine	Major updates made to content	To reflect updates to equipment and addition of Operational Reviews	1.01

Only changes in this specific SOP will be logged here. Version numbers increase incrementally by hundredths (e.g., version 1.01, version 1.02) for minor changes. Major revisions should be designated with the next whole number (e.g., version 2.0, 3.0, 4.0). Record the previous version number, date of revision, author of the revision, changes made, and reason for the change along with the new version number.

Purpose

This SOP explains procedures that all field crew members should be familiar with and follow after the field season for Pacific Island Inventory and Monitoring Network (PACN I&M) Focal Terrestrial Plant Communities (FTPC) Monitoring is completed.

Procedures

The following list summarizes the procedures to follow after the field season.

1. Clean, inspect and repair all equipment prior to returning them to their proper storage areas at the PACN I&M facilities. All field equipment should also be decontaminated according to [SOP #4 Sanitation Protocol](#).
2. 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.
3. Clean the insides and outsides of all vehicles used in the field.
4. All electronics should be returned to the appropriate person:
 - a. GPS units and field tablets to the PACN GIS Specialist
 - b. Field phones and computers to the PACN Data Manager

5. Check in all gear that was checked out to individual crew members.
6. Update inventory log that clearly identifies the whereabouts and condition of each item. Identify each piece of gear, the date serviced, and the type of maintenance performed. Identify gear that was lost, disposed, or broken.
7. 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 crew members, some deficiencies in data recording may not be identified until all data sheets have been organized and reviewed as a group.
8. At the earliest practicable time, the field leader and crew members should enter data into the working database, verify it and prepare for PACN Botanist to certify. Conducting these tasks in a timely manner increases the odds of identifying and correcting discrepancies and inconsistencies in the data.
9. Conduct an Operational Review with entire field crew to get input on all aspects of the season and what worked well and what could be improved.
10. Field leads should write up an Operational Review to identify efforts, issues, and everything in between that occurred during the field season.
11. Identify and obtain ancillary data. It is of critical importance that this data be incorporated into the plant community monitoring efforts.
 - a. First and foremost, knowledge of management efforts in a park for that year (i.e. ungulate control) may be used to assess the effects of these efforts on the terrestrial plant communities.
 - b. Secondly, data collected by other PACN Vital Signs (e.g., habitat and vegetation data from the Landbirds Protocol, and climate data from the Climate Vital Sign) may provide additional information about the status and trends of the terrestrial plant communities monitored in this protocol.