

Standard Operating Procedure



ANNUAL PRE-DEPLOYMENT CHECKS

Equipment Checking

- Settings
- Cleaning
- Testing
- Critical step to avoid data loss and wasted time / resources
- Do in the office at least 1 month before field work – ideally in winter months
- Use the FCNSW/NRC Monitoring settings not what you think will work best or what you use for other work – Needs to be the same every year

Document title: HFD SOP –CIFOA Monitoring; Annual Equipment Check	Version No.: 1	Page: Page 1 of 5	
Document ID: D22/12282	Document Owner:	Issue date: Sept 2022	Review date: Sept 2027

WARNING: a printed copy of this document may be uncontrolled. Please verify this is the latest version prior to use.

SONGMETER MINIBAT



- Labelling (unit)
- Check mic for damage / dirt
- SD and battery bays check for damage
- Check seals are clean of debris (clean paint brush is good for this)
- Pair unit with phone/tablet • Firmware version correct (3.4)– Keep the same for 5 year period
- Check the config file from app –
- Ultrasonic mic test – Test by rubbing fingers while viewing response in app – Calibrator test
- Format SD card in unit – Press function button until ‘Format’ lights up, then press and hold function for 3s
- Set overnight for test
- Check recordings and log files are correct

Song Meter Mini Bat Settings

Time	Set from your phone	
Ultrasonic settings	Recording Format	Full Spectrum
	Full Spectrum Sample rate	384 kHz
	Minimum trigger frequency	8 kHz
	Max recording length	15 secs
	Trigger window	2 secs
	Save noise files?	Yes
	Left channel gain	12 dB

Location	Set to general region	Use pinpoint to set office location
	Time zone	UTC +10.00 or use the configurator app to set to your phone
Delay start	Off	
Schedule	Record bats 30 min before sunset to 30 min after sunrise	
	Mode	Ultrasonic
	Start	Time 00:00
	Duty Cycle	Always
	End	Time 00:00
You should get 17 nights before batteries need replacing		

Document title: HFD SOP –CFOA Monitoring; Annual Equipment Check	Version No.: 1	Page: Page 2 of 5
Document ID: D22/12282	Document Owner:	Issue date: Sept 2022
		Review date: Sept 2027

WARNING: a printed copy of this document may be uncontrolled. Please verify this is the latest version prior to use.

SONGMETER MINI



- Labelling (unit,)
- Check mic cover for damage / dirt (order replacements if necessary)
- SD and battery bays check for damage
- Check seals are clean of debris (clean paint brush is good for this)
- Pair unit with phone/tablet • Firmware version correct (3.4)– Keep the same for 5 year period • Check the config file from app –
- Acoustic mic test – Test by making noise while viewing response in app – Calibrator test
- Format SD card in unit – Press function button until ‘Format’ lights up, then press and hold function for 3s
- Set and test with noise
- Check recordings and log files are correct

Song Meter Mini Settings

Time	Set from your phone	
Acoustic settings	Sample rate	22050Hz
	Max recording length	60 mins
	Channel	Left
	Left channel gain	18 dB
	Right channel gain	18 dB

Location	Set to general region	
	Time zone	UTC +10.00 or use the configurator app to set to your phone
Delay start	Off	
Schedule	Record birds/frogs 24 hours a day	
	Start	Time 00:00
	Duty Cycle	Always
	End	Time 00:00
You should get 9 days & nights before batteries need replacing		

Document title: HFD SOP –CIFOA Monitoring; Annual Equipment Check	Version No.: 1	Page: Page 3 of 5
Document ID: D22/12282	Document Owner:	Issue date: Sept 2022
		Review date: Sept 2027

WARNING: a printed copy of this document may be uncontrolled. Please verify this is the latest version prior to use.

RECONYX CAMERA



- Label batteries with date and unit (one battery fine)
- Labelling (unit, memory cards)
- Update text if faded
- Window / sensor clean
- SD, battery bays and internal cable for damage
- Firmware version correct (July 26, 2022) – Keep the same for 5 year period
- Manually update settings
- Format SD card (erase card)
- Test, including in dark room – Check number of images and that the unit fired in both infrared and daytime

RECONYX CAMERA SETTINGS

MOTION – All settings related to how your camera behaves when motion is detected are grouped under this menu item.

- 1) Motion Pictures – **ON**, off
- 2) Pictures Per Trigger – 1, 2, **3**, 4, 5, 6, 7, 8, 9, 10
- 3) Picture Interval – RapidFire™, **1**, 2, 3, 4, 5, 6, 7, 8, 9, 10 seconds
- 4) Motion Videos – on, **OFF**
 - a) If On, Video Length – 5 sec, 10 SEC, Dynamic Length
- 5) Quiet Period – **NO DELAY**, 5s, 10s, 15s, 30s, 1m, 2m, 3m, 5m 6) Sensitivity - low, low/medium, medium, medium/high, HIGH, very high

Document title: HFD SOP –CFOA Monitoring; Annual Equipment Check	Version No.: 1	Page: Page 4 of 5
Document ID: D22/12282	Document Owner:	Issue date: Sept 2022
		Review date: Sept 2027

WARNING: a printed copy of this document may be uncontrolled. Please verify this is the latest version prior to use.

TIME LAPSE – All settings related to how your camera behaves related to time-based triggers are grouped under this menu item.

1) Lapse Picture – on, OFF

2) Lapse Video – on, OFF

DAY/NIGHT –

1) Take Pictures – Day Only, Night Only, both DAY & NIGHT

2) Take Videos - Day Only, Night Only, both DAY & NIGHT

3) Night Mode - Adjust the nighttime exposure

- OPTIMIZED – best combination of shutter speed and flash range
- Fast Shutter - reduced motion blur, reduced flash range
- Long Range – increased range, reduced image quality

CODELOC - Use CodeLoc™ to add a four-digit security code to your camera to prevent unauthorized use of your camera in the event of tampering or theft. You can also change or remove an existing code. DO NOT SET CODE LOCK CODELOC

DATA BANDS – Set format for how time and temperature will be displayed on the data bands for photos and videos. Select Time Format (12 or 24 hours) and Temperature scale (FAHRENHEIT, Celsius).

DATE/TIME – Set the date and time. Up and down buttons change numbers, left and right buttons move between year, month and date. OK takes you to the time setting. Use up and down buttons to change numbers. Use left and right buttons to move between hours and minutes.

LOCATION – USA or Other. Users are asked to enter location information. This information is required to enable the SmartPlot™ feature to work properly

RESOLUTION – Select picture and video aspect ratio. (16:9 WIDE) or (4:3 STANDARD).

Document title: HFD SOP –CFOA Monitoring; Annual Equipment Check	Version No.: 1	Page: Page 5 of 5
Document ID: D22/12282	Document Owner:	Issue date: Sept 2022
		Review date: Sept 2027

WARNING: a printed copy of this document may be uncontrolled. Please verify this is the latest version prior to use.