



# APS Operations Manual

**Study:** The American Peripheromenal Survey

**Division:** Directorate | **Region:** Cascadia (Reg10)

**Status:** ACTIVE REFERENCE | **Version:** 3.0 (Consolidated)

**Scope:** Personnel, Hierarchy, and Standard Operating Procedures (SOP)

## PART 1: DIVISIONAL STRUCTURE (TOE)

*The Hierarchy: Roles & Responsibilities.*

### Division I: The Directorate (Administrative)

#### The Backbone.

- **Primary Function:** Infrastructure, Governance, & Logistics.
- **Motto:** "Adherence to Mission."
- **Responsibilities:**
  - **Infrastructure:** Maintaining the GitHub repository (index.html) and the Google backend.
  - **Logistics:** Printing Field Instruments, managing media assets, and kit procurement.
  - **Governance:** Ensuring all research adheres to "Methodological Agnosticism" and ethical standards (IRB compliance).
- **Key Personnel:**
  - **Executive Director:** Strategy & Publication Authority.
  - **Web Administrator:** Code maintenance & Data Security.

## Division II: The Registry (Centralized)

### The Brain.

- **Primary Function:** Analysis, Coding, & Archival.
- **Motto:** "Preservation of Experience."
- **Responsibilities:**
  - **Ingestion:** Monitoring the Data Log for incoming "Status 1/2" (Web) and "Status 3" (Field) entries.
  - **Reconciliation:** Matching physical Clipboard Forms to digital timestamps.
  - **Coding:** Applying the **Master Data Protocol** logic (Type I vs. Type II).
  - **Sanitization:** Scrubbing PII (Personally Identifiable Information) before publication.
- **Key Personnel:**
  - **The Registrar:** Head of Archive.
  - **Senior Analyst:** Narrative Coding.

## Division III: Field Research (Mobile)

### The Eyes & Hands.

- **Primary Function:** Acquisition & Engagement.
- **Motto:** "Observation without Interference."
- **Responsibilities:**
  - **Deployment:** Visiting liminal spaces and community hubs.
  - **Engagement:** Administering the **APS Field Instrument** to subjects.
  - **Safety:** Executing the **Debriefing Protocol** to ground subjects.
- **Key Personnel:**
  - **Field Coordinator:** Sector assignment.
  - **Field Researcher:** The agent on the ground.

## PART 2: STANDARD OPERATING PROCEDURES (The Workflow)

*The Process: From Signal Detection to Archival.*

### PHASE 1: SIGNAL DETECTION (The Digital Sieve)

**Goal:** Automated Intake & Permission Sorting.

#### 1. Ingest Points:

- **Web:** User accesses `aps-project.org` via direct link.
- **Field:** User scans QR Code on physical flyers.
- **Analog:** Researcher manually inputs data from a paper `APS_Field_Instrument`.

#### 2. Automated Permission Gate (CRITICAL):

- **IF PUBLISH\_ANON:** Entry is flagged for potential public display.
- **IF PRIVATE\_DATA:** Entry is strictly routed to the Internal-Only view.

#### 3. Stationing:

- System assigns a unique `log_id` (e.g., `CAS-104`).
- Status set to `PENDING`.

### PHASE 2: TRIAGE & PRIVACY SCRUB (The Human Firewall)

Goal: Verify data integrity and ensure anonymity.

Actor: Senior Analyst / Directorate

#### 1. The "Privacy Scrub" Protocol (Mandatory):

- **Sanitize:** You must manually remove **ALL** PII from the narrative column.
- **Delete:** Real names, specific addresses ("123 Main St"), employer names.
- **Replace with:** [REDACTED] or generic terms ("The witness," "The house").
- **Warning:** This text field pushes directly to the public web.

#### 2. The Credibility Screen:

- **Coherence:** Is the narrative intelligible? (Filter out spam).
- **Consistency:** Do the checked boxes match the story?

### 3. Decision Gate:

-  **DISCARD:** Mark as SPAM.
-  **APPROVE:** Set engagement\_status to VERIFIED\_WEB. Entry appears on website within 60 seconds.

## PHASE 3: FIELD ACTIVATION (The Deep Dive)

Goal: Investigating High-Strangeness targets.

Trigger: A report with a Strangeness Score > 6 (e.g., Missing Time + Physical Effects).

1. **Contact:** Researcher decrypts contact\_info.
2. **Deployment:** Use APS Field Instrument (Clipboard).
3. **Data Collection (The "Missing 60%"):**
  - **Environmental:** Record Weather, Lighting, and EMF.
  - **Physiological:** Verify "Somatic Markers" (Nausea, Paralysis).
  - **Coding:** Use the Master Data Protocol to code setting\_type and obs\_demeanor.

## PHASE 4: ANALYSIS & MAPPING

1. **Classification:** Assign Typology Code (e.g., TYPE\_I for Liminal/Spatial).
2. **Cluster Analysis:** Map site\_gps coordinates against known geological faults or infrastructure.

## PHASE 5: ARCHIVAL

1. **Digital:** Live Google Sheets (Active Database).
2. **Physical:** Print high-value APS\_Field\_Instrument forms and file in the physical binder under the appropriate Region Tab.

## APPENDIX: THE SOLO-OPERATOR PROTOCOL

*For Divisions where one Researcher assumes all roles.*

### 1. PREPARATION (Directorate Mode)

- **Action:** Verify index.html integrity.
- **Logistics:** Print a batch of "**Field Asset Stickers**" (QR Codes) and **Recruitment Flyers** rather than preparing full clipboard kits. This shifts the operational focus to passive recruitment.

### 2. DEPLOYMENT (Field Mode)

- **Liminal Thresholds:** Place **Stickers and Flyers** at transient zones (trailheads, posts, bridges).
- **Community Hubs:** Place **Flyers Only** on authorized bulletin boards (libraries, cafes).
- **Execution:** Allow subjects to self-report via Web. Do not engage in active interviews unless triggered by a high-value submission.

### 3. TRIAGE (Registry Mode)

- **Timing:** Operate on a strict "**Weekly Window**" (e.g., Friday 17:00–19:00) to prevent burnout. Batch-process all PENDING entries at once.
- **Filtration:** Apply the Jurisdiction Filter (Cascadia only) and Quality Filter (>50 words).

### 4. EXPANSION THRESHOLD

- **Decision:** If volume exceeds **50 quality entries/week**, authorize recruitment of a volunteer Junior Analyst to handle Triage.