



APS Operations Manual

Study: The American Periphenomenal 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.