



AMERICAN PERIPHEROMENAL SURVEY



APS Operational Workflow (Cascadia Division)

How data moves from the Real World to The Archive.

Phase 1: Acquisition (Data Ingestion)

How data enters the Cascadia Registry.

Path A: The Web User (Status 1)

- **Action:** A user finds the Registry via search engine or social media link.
- **Input:** They submit the form remotely.
- **Validation:** Low. Location data is self-reported.
- **Result: Unverified Data Point.**

Path B: The Field Intercept (Status 2)

- **Action:** A user encounters a **Field Asset Sticker** (QR Code) placed by the Operator at a specific liminal site (e.g., a ferry terminal or trailhead).
- **Input:** They scan the code and submit the form on their own device.
- **Validation:** High. The specific QR placement confirms the user was physically present in the Cascadia Bioregion.
- **Result: Geographically Verified Data Point.**

Path C: The Direct Interview (Status 3)

- **Action:** The Operator conducts a planned field expedition and interviews a subject in person.
- **Input:** The Operator fills out the form on behalf of the subject.

- **Validation:** Maximum.
- **Result:** Witnessed Data Point.

Phase 2: Processing (The Weekly Triage)

The "Friday Protocol" for Solo Operators.

Step 1: The Filtration (Triage) The Operator opens the APS_Cascadia_Log once per week (e.g., Friday 17:00).

- **Jurisdiction Check:** Filter Column F (Location). Hide or delete any rows where Location is NOT "WA, OR, ID, BC."
- **Quality Check:** Filter "Narrative" column. Hide any rows with word count < 50.
- **Result:** A clean list of high-value targets.

Step 2: Coding & ID Generation For the remaining valid rows:

- **ID Assignment:** Ensure the script has generated a CAS-XXXX ID.
- **Typology:** The Operator reads the narrative and assigns a Category (A-E) based on the *Master Data Dictionary*.
- **Flagging:** If the narrative is exceptional, highlight the row **Green** for potential follow-up.

Step 3: Archival

- The processed rows are marked "Archived."
- The Operator closes the log until the next window.

Step 4: Expansion (Optional)

- If "Green Flag" rows exceed 10 per month, the Operator may initiate **Remote Follow-Up** (emailing the subject for an interview).
- *Note:* This is optional and secondary to the primary goal of Archival.