



## APS Operations Manual

**Study:** The American Periphenomenal Survey

**Unit:** 🔪 Administration | **Region:** 🌲 Cascadia (Reg10)  
**Status:** ACTIVE REFERENCE | **Version:** 3.0 (Consolidated)  
**Scope:** Protocols, Ethics, & Hierarchy

### PART 1: ORGANIZATIONAL STRUCTURE

*The Hierarchy: Roles & Responsibilities.*

#### DEPT I: ADMINISTRATION (The Backbone) 🔪

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

#### DEPT II: THE ARCHIVE (The Brain) 🗄️

- **Primary Function:** Analysis, Coding, & Preservation.
- **Motto:** "Preservation of Experience."

- **Responsibilities:**
  - **Ingestion:** Monitoring the Data Log for incoming entries.
  - **Reconciliation:** Matching physical Clipboard Forms to digital timestamps.
  - **Coding:** Applying the **Master Data Protocol** logic (Type I vs. Type II).
  - **Anonymization:** Scrubbing PII (Personally Identifiable Information) before publication.
- **Key Personnel:**
  - **Research Analyst:** Narrative Coding & Mapping.

### DEPT III: FIELD RESEARCH (The 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 investigator on the ground.
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## PART 2: STANDARD OPERATING PROCEDURES (SOP)

*The Process: From Ingestion to Archival.*

### PHASE 1: DATA INGESTION

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. Indexing:

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

## PHASE 2: VERIFICATION & ANONYMIZATION

Goal: Verify data integrity and ensure privacy.

Actor: Research Analyst / Admin

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

- **Anonymize:** 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 cases.

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:

- **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.
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## APPENDIX: THE SOLO-OPERATOR PROTOCOL

*For Divisions where one Researcher assumes all roles.*

### 1. PREPARATION (Administrative Mode)

- **Action:** Verify `index.html` integrity.
- **Logistics:** Print a batch of "Field Asset Stickers" (QR Codes) and **Recruitment Flyers**. Shift 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.
- **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 Data Verification.