



APS Operations Manual

Study: The American Peripheromenal 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.

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.