

## Fulcrum App – How to download Fulcrum on your device

Below are the simple steps to downloading and setting up the Fulcrum App onto your smart device. Our intention is to give you the opportunity to practice using the LNT Outreach Fulcrum app before getting on playa. We made quite a few changes this year in order to streamline its use. This specific version of the LNT Outreach app is for practice only and will not affect the data collection on playa.

1. Go to your device's app store
2. Search for 'Fulcrum'. The icon looks like this:

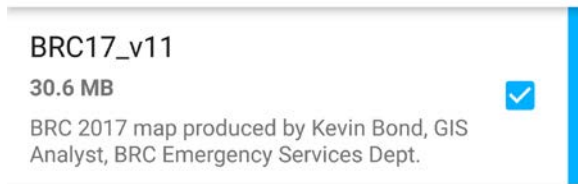


3. Once it has downloaded, open the app, tap on the LOG IN button, and log in using the following information:

EMAIL: [Intcvolunteer@burningman.org](mailto:Intcvolunteer@burningman.org)

PW: Leavenotrace1

4. Next, tap on the three dots in a vertical line on the upper righthand corner and tap 'Settings'. Scroll to 'Layers' and tap. There will be one map available to download called 'BRC17\_v11'. It is last year's map but this doesn't affect the use of the app. Tap on the circle to the right of the name and it will start to download. When the download is complete, tap on the square to enable. You'll see a check mark in the square.



5. Exit this screen and the Settings screen by tapping the back button twice. You now will be on the map screen. Move the map around and zoom in to Black Rock City. You'll see a map off the city and might also see a background image from Google Maps flicker on and off.
6. Your GPS does not need to be enabled to log information!!!
7. Follow the instructions on the next pages to familiarize yourself with the newly designed LNT Outreach app. We will review the use of the LNT Outreach app on playa during the training sessions.
8. If you have any questions, email: [Intcvolunteer@burningman.org](mailto:Intcvolunteer@burningman.org)

## Fulcrum App - LNT Outreach Team Issue Documentation App

Within this guide, you'll have step by step instructions on how to turn the Fulcrum device on, document LNT violations, document LNT Outreach contacts, and trouble shoot the Fulcrum device and app.

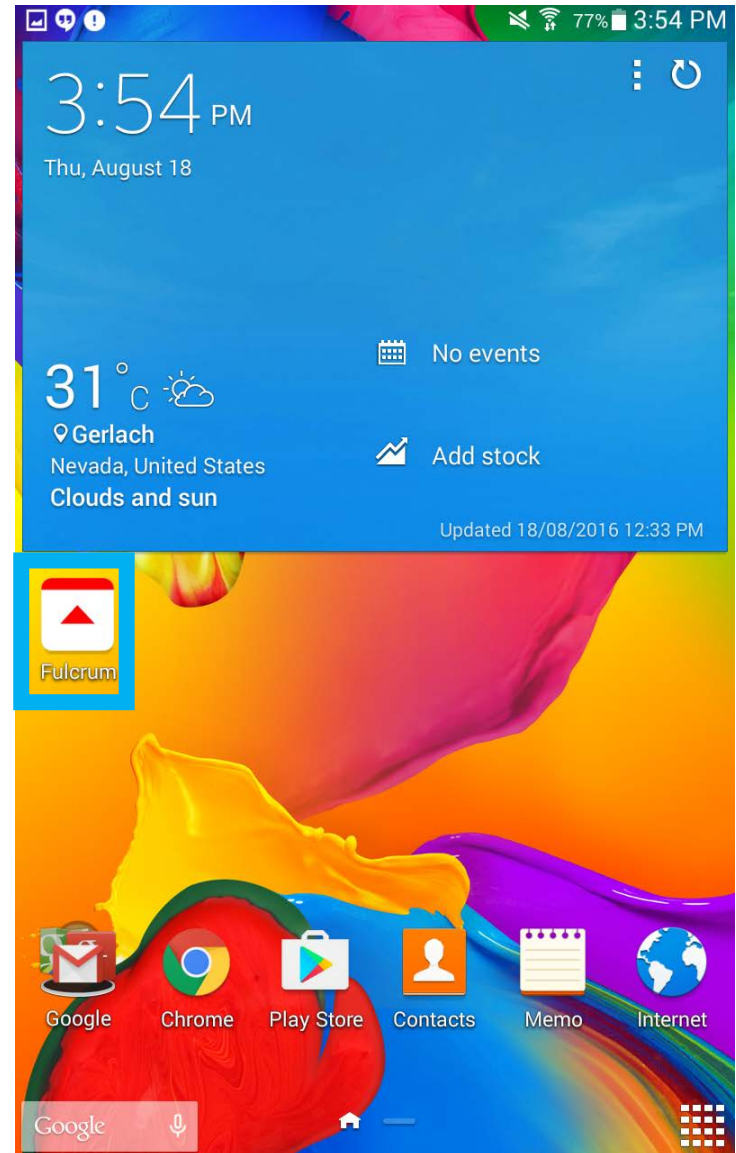
### Introduction to the Fulcrum App

The Fulcrum App enables us to document LNT issues and collect information on the number of outreach contacts that we make. The app has been designed for simplicity, ease of use, data visualization, and sharing.

Most of the LNT issues that we notice are fixed right on the spot. If not, or if no one is present in the camp to talk to, the LNT Resolution teams will use the information stored within the App to visit the violation again the following day.

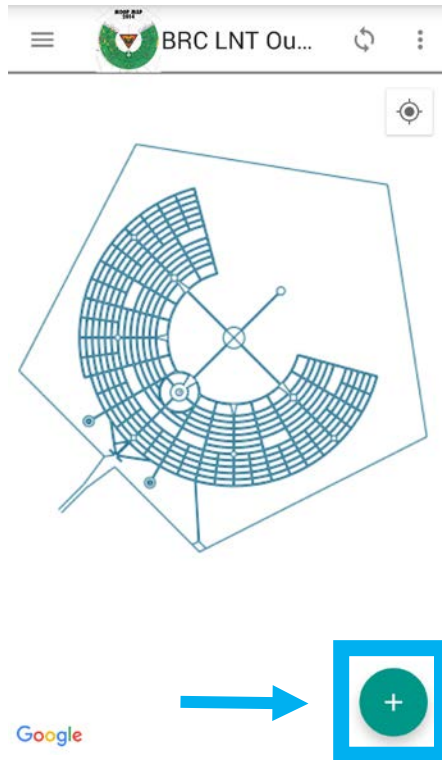
### Before leaving for your shift

1. Turn on Fulcrum device and log in using the password:  
***YET TO BE DETERMINED FOR 2018***
1. Open the Fulcrum App on the device
2. Wait until the BRC map appears on the screen before leaving EG HQ. If it isn't, contact the LNT Dispatcher to help with the issue.

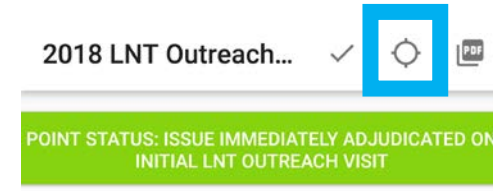


## Documenting a LNT Violation

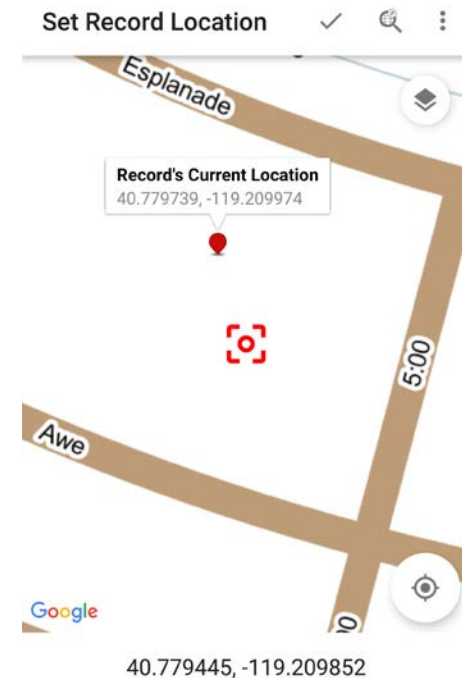
1. Once you've identified a LNT issue that needs to be documented, open up the Fulcrum App. Tap on the '+' at the bottom right of the screen to open up the window where you can log information.



2. Next, at the upper right hand corner of the screen, tap on the circle with four evenly spaced lines around it:



3. A City map will appear with an red square with a circle inside. Move the screen to position the red square so that the circle is in the correct location of the issue. Once placed, tap on the check mark at the top of the screen.















### Documenting a LNT Violation, continued

- The first thing you'll need to do is identify the status of what you're logging. You do so by tapping the colored bar at the top:

Point status: Issue immediately adjudicated on initial LNT Outreach visit

- A window will pop up showing all of the possible ways of classifying this point:

#### Point status

 LNT Outreach contact made	 Issue not adjudicated after 48 hrs; Escalate to BLM
 Issue immediately adjudicated on initial LNT Outreach visit	 BLM Compliance confirmed adjudication
 Issue identified and needing 24 hr LNT Resolution visit	 BLM re-activated issue; LNT Resolution needed
 Issue adjudicated after 24 hrs	 Issue adjudicated after BLM reactivation
 Issue not adjudicated after 24 hrs; 48 hr LNT Resolution visit needed	 Issue consistently reactivated by BLM
 Issue adjudicated after 48 hrs	 Issue was not able to be relocated

- Tap on the status that you would like to classify the point as.

- DON'T FORGET TO CLASSIFY THE POINT. The issue will be color-coded on the map based on this classification and used for internal reporting and for the BLM.
- Next, fill in the information regarding who your team is and where the LNT issue was documented. Every line that contains a \* is mandatory. Refer to your theme camp placement map if you are unaware of the camp name. Write 'not a placed camp' if it is not a theme camp.

Violation or Outreach \* i

**VIOLATION** **OUTREACH**

**Violation Details**

Date \* i  
July 9, 2018

Violation Time \*  
10:15 AM

User \*  
\_\_\_\_\_

Zone \*  
\_\_\_\_\_

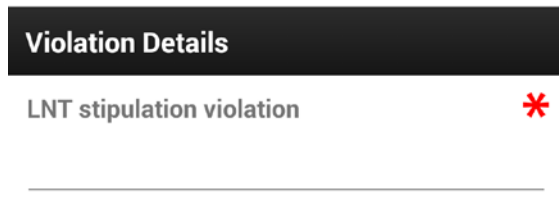
Camp Name \* i  
\_\_\_\_\_

Camp Address \* i  
\_\_\_\_\_

Side of street \*  
\_\_\_\_\_

### Documenting a LNT Violation, continued

9. Next, tap on the 'LNT stipulation violation' option to identify the nature of the issue



10. A window will pop up showing all of the possible ways of identifying the violation.
11. Any violation that has only one option is denoted by a **O**.  
If you tap on this, the classification will be logged and the window will close.
12. A violation with more than one option is denoted by a **>**.  
If you tap on this, more options will appear to further classify the nature of the violation.
13. If for some reason the issue is not listed, click 'Other', and tap on the 'Other' violation prompt below the video icon to enter in the nature of the issue.

Grey water	>
Black water	>
Burn Containment	>
Vehicle Oil	>
Fuel	>
MOOP (Matter Out Of Place)	O
Trash Fence Integrity	O
DG/Art burn	O
Archaeological resource	O
Feces	O
Other	O

## Documenting a LNT Violation, continued

13. Below are the options that you will see when you tap on each >.

### Grey water

- > drip ☐
- < 1 gallon ☐
- 1 - 5 gallons ☐
- 5 - 10 gallons ☐
- 10 - 25 gallons ☐
- > 25 gallons ☐

### Black water

- > drip ☐
- < 1 gallon ☐
- 1 - 5 gallons ☐
- 5 - 10 gallons ☐
- 10 - 25 gallons ☐
- > 25 gallons ☐

### Burn Containment

- > debris ☐
- improper height from playa ☐
- proximity to flammables ☐

### Vehicle Oil

- > drip ☐
- large leak ☐

### Fuel

- > Fuel storage > 110 gallons ☐

#### leak/spill

- > drip ☐
- < 1 gallon ☐
- 1 - 5 gallons ☐
- 5 - 10 gallons ☐
- 10 - 25 gallons ☐
- > 25 gallons ☐

#### improper storage

- > no secondary containment ☐
- no fire extinguisher ☐
- stored near heat source ☐
- not protected from collision ☐
- under vehicle/RV/trailer ☐
- < 10 ft from other non-fuel items ☐
- < 100 ft from another fuel storage area ☐

## Documenting a LNT Violation, continued

14. Now that you've logged the nature of the issue, start taking pictures of the issue that clearly show what is wrong. You're not limited in the number of photos that you can take.

15. With the Fulcrum App, you can also take a video of the issue if you feel that it will be useful (i.e. in situations where there is an active leak).

16. If you identified an issue that doesn't quite fall into one of the pre-described categories, take notes on it in the 'Other' violation section.

17. There is a 'Notes' field that you can enter any additional information that you think will be useful for the LNT Resolution teams.

18. Next, log the number of Outreach contacts made.

Photos of violation



Video



'Other' violation



n/a

Notes



# of Outreach contacts made



## Documenting a LNT Violation, continued

19. Part of BRC's compliance with the BLM permit is also with vending compliance. If a RV, trailer, generator, or any other unit that has entered the event with a vendor registered through the Outside Services program, it has a sticker on it. We want to document the OSS sticker on a unit if it is leaking so that we can follow up with that vendor. If you see the OSS sticker on a unit, click 'Yes' in the App. A number of prompts will appear asking you to take a photo of the sticker. It usually is located on the rear of the unit. Next, write the OSS number in the space provided and include any notes if needed.

Is there an OSS sticker on the unit? \*

YES

NO

OSS Sticker photo \*



Write the OSS number \*

OSS notes

<b>OUTSIDE SERVICES</b>	<b>YEAR</b>	<b>2018</b>	<b>COMPANY</b>
	<b>DELIVERY VEHICLE</b>	<b>TRAILER</b>	<b>LICENSE PLATE</b>
	<b>HEAVY EQUIPMENT</b>	<b>OTHER</b>	
	<b>STORAGE</b>	<b>HOUSING</b>	

<b>GENERATOR</b>	
<b>COMPANY</b>	
<b>2018</b>	<b>NUMBER</b>




### Documenting a LNT Violation, continued

20. Next, you'll be asked to answer whether the issue was adjudicated immediately.

21. If it was adjudicated immediately, tap 'YES'. Take photos of the adjudicated issue that **clearly** show that it's been remediated.

22. Change 'Point Status' at the top to:

 Issue immediately adjudicated on initial LNT Outreach visit

23. **\*\*Tap the '✓' at the top of the screen to save information.\*\***

24. If it was adjudicated immediately, tap 'NO'. Take photos of the area surrounding the issue so that it can be **easily relocated** by the LNT Resolution teams.

25. Change 'Point Status' at the top to:

 Issue identified and needing 24 hr LNT Resolution visit



26. **\*\*Tap the '✓' at the top of the screen to save information.\*\***



Was issue adjudicated immediately \*

YES NO

Immediate Adjudication photo \* i

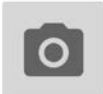

 

Change status to 'Issue adjudicated immediately'.

Was issue adjudicated immediately \*

YES NO

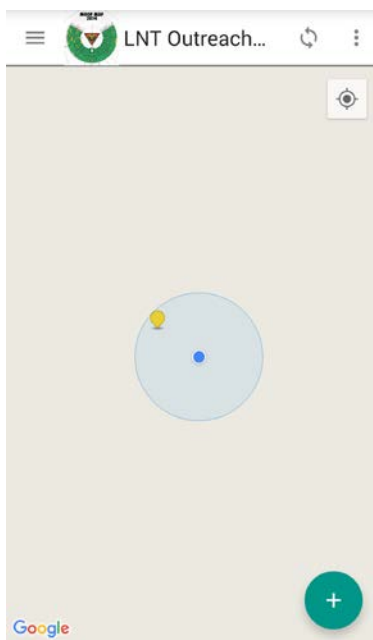
Take photo of surrounding area to aid relocation by Resolution team \*

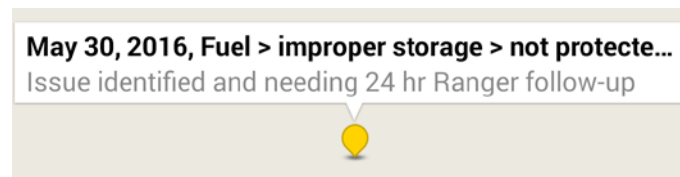
Change adjudication status to '24 hr LNT Resolution needed'.

## LNT Resolution Team Protocol

1. If a LNT issue was identified and either 1) no one was present in the camp or 2) the issue wasn't able to be fixed immediately, the issue needs to be logged appropriately within the Fulcrum App so that adjudication by LNT Resolution can occur successfully.
2. An unresolved LNT issue will be color-coded based on its status.
  1. Issues needing 24 hour LNT Resolution are yellow.
  2. Issues needing 48 hour LNT Resolution are orange.
  3. Issues not fixed after 48 hours are red.
  4. Issues reactivated once by BLM are brown.
  5. Issues reactivated multiple times by BLM are white.
3. To navigate to the issue location, identify the main streets associated with it and then use the app and your location indicator (blue dot) to narrow in on the issue.



4. Tap on the pin once to identify the nature of the LNT issue.



5. Tap on the description bubble to open up the information recorded by the LNT Outreach crew to review the report. Tap on the photos of the issue itself and photos of the surrounding area to aid in relocation.

### Photos of violation



### Take photo of surrounding area to aid relocation by Resolution team



6. After reviewing photos of issues not immediately adjudicated, look for the this button and click 'YES':

### Are you 24 hr LNT Resolution?



YES

NO

## LNT Resolution Team Protocol, continued

7. New items will appear where you will enter in information about your visit. The date and time will automatically populate. Enter your name and team.



8. Next answer the question whether the issue was adjudicated.

Was issue adjudicated at 24 hrs? \*

YES NO


9. If the issue has been remediated, click 'YES'. Take up to five photos that **clearly** show adjudication; take notes if appropriate.



10. Change 'Point Status' at the top to:

 Issue adjudicated after 24 hrs

11. **\*\*Tap the '✓' at the top of the screen to save information.\*\***

Are you 24 hr LNT Resolution? 

YES NO

24 hr LNT Resolution Date \*

July 18, 2018

24 hr LNT Resolution Time \*


7:36 AM



24 hr LNT Resolution User \*


24 hr LNT Resolution Team \*

Was issue adjudicated at 24 hrs? \*

YES NO

24 hr LNT Resolution Adjudication Photos 

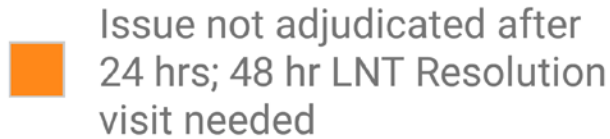
24 hr LNT resolution adjudication notes 

Change status to 'Adjudicated after 24 hrs'.

## LNT Resolution Team Protocol, continued

12. If the issue has NOT been remediated after 24 hrs, tap 'NO'. Take photos if you feel it necessary and write notes for the 48 hr LNT Resolution team if needed.

### 13. Change Point Status at the top to:





14. **\*\*Tap the '✓' at the top of the screen to save information.\*\***

15. A prompt for the 48 hr Resolution team appears if an issue isn't adjudicated after 24 hrs. If you are part of the 48 hr LNT Resolution team, tap 'YES' for the '48 hour LNT Resolution' question and fill in the required team information.

Was issue adjudicated at 24 hrs? \*

YES NO

Photo of issue not adjudicated after 24 hrs (if needed) ⓘ

notes for 48 hr LNT Resolution team (if needed) ⓘ

Change status to '48 hr LNT Resolution needed'.

Are you 48 hr LNT Resolution ⓘ

YES NO

48 hr LNT Resolution Date \*

July 18, 2018

48 hr LNT Resolution Time \*

7:36 AM

48 hr LNT Resolution User \* ⓘ

48 hr LNT Resolution Team \*

Was issue adjudicated at 48 hrs? \* ⓘ

YES NO

## LNT Resolution Team Protocol, continued

16. If the issue has been remediated after 48 hrs, tap 'YES'.  
Take photos of the adjudicated item that **clearly** show that it's been remediated.

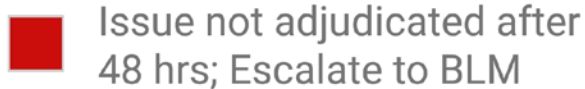
17. Change Point Status at the top to:



18. **\*\*Tap the '✓' at the top of the screen to save information.\*\***

19. If the issue has NOT been remediated after 48 hrs, tap 'NO'. Take photos if you feel it necessary and write notes if needed

20. Change Point Status at the top to:





21. **\*\*Tap the '✓' at the top of the screen to save information.\*\***



Was issue adjudicated at 48 hrs? \* i

YES NO

48 hr LNT Resolution Adjudication Photos i

48 hr LNT Resolution adjudication notes i



Change status to 'Adjudicated after 48 hrs'.



Was issue adjudicated at 48 hrs? \* i

YES NO

Photos of issue not adjudicated at 48 hrs (if needed) i

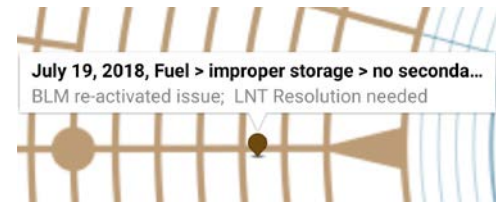
 

48 hr LNT Resolution notes (if needed) i

Change status to 'Issue not adjudicated after 48 hrs; Escalate to BLM'.

## Issue Reactivated by BLM

22. If BLM marks an issue as not properly adjudicated, it will appear as a brown pin on the map. Relocate this issue using the GPS marker and the map.



23. Once at the issue, tap on the brown pin and scroll through the report. Look at the reason why the issue was reactivated. There will be a prompt that will appear below the BLM section asking if the issue was reactivated. Tap 'YES'. Enter in the required information and work with the camp to remediate the issue.



Was issue reactivated by BLM? ⓘ

Reactivated issue - Date \* ⓘ

July 18, 2018

Reactivated issue - Time \* ⓘ

7:36 AM



Reactivated issue - LNT Resolution User \* ⓘ

\_\_\_\_\_

Reactivated issue - Team \* ⓘ

\_\_\_\_\_

Reactivated issue - Photo(s) of remediated issue \* ⓘ

Reactivated issue - notes

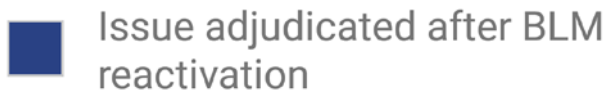
\_\_\_\_\_

Change status to 'Issue adjudicated after BLM reactivation'.

24. Take photo(s) of issue once it's been adjudicated



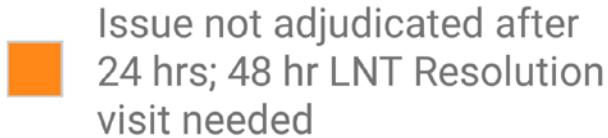
25. Change 'Point Status' at the top to:



26. **\*\*Tap the '✓' at the top of the screen to save information.\*\***

### LNT Resolution Team Protocol, continued

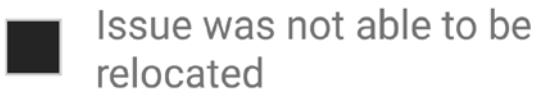
27. There might be times that an issue is not able to be relocated. If you are the LNT Resolution team that is visiting the issue after 24 hrs and cannot relocate it, document this in the notes and **change the status at the top to:**



28. **\*\*Tap the '✓' at the top of the screen to save information.\*\***

29. If you are the LNT Resolution team that is visiting an issue after 48 hrs and the issue cannot be relocated, document this in the notes.

30. **Change the status at the top to:**





31. **\*\*Tap the '✓' at the top of the screen to save information.\*\***



Was issue adjudicated at 24 hrs? \*

YES NO

Photo of issue not adjudicated after 24 hrs (if needed) ⓘ

notes for 48 hr LNT Resolution team (if needed) ⓘ



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Was issue adjudicated at 48 hrs? \* ⓘ

YES NO

Photos of issue not adjudicated at 48 hrs (if needed) ⓘ

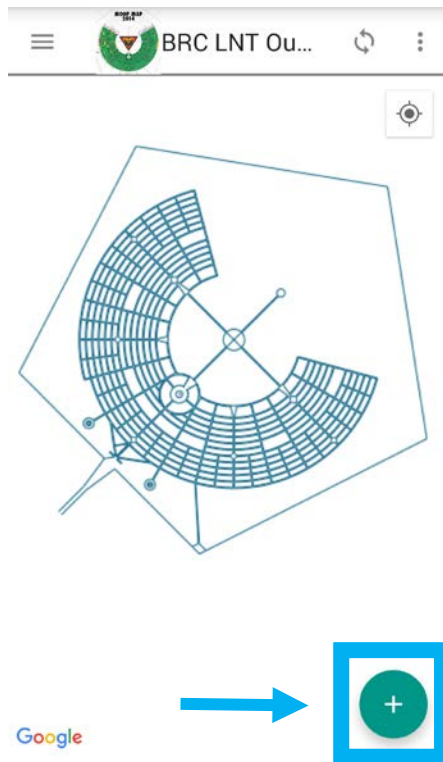
 

48 hr LNT Resolution notes (if needed) ⓘ

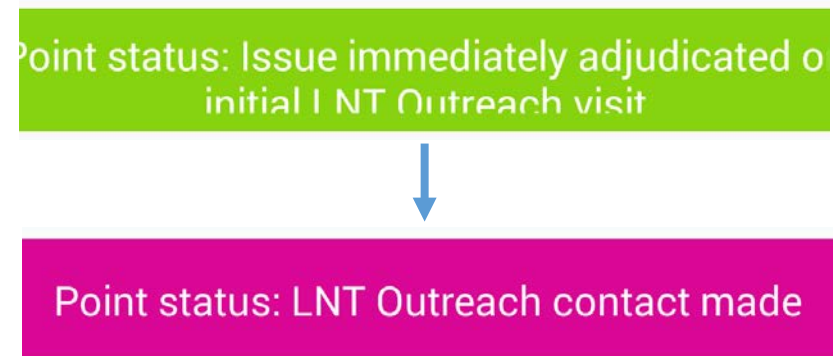
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## LNT Outreach Contact Numbers Documentation

1. The main purpose of the LNT Outreach team is to educate participants about LNT, and we love to know how many people we were able to talk to.
2. The Fulcrum App enables us to record this information (and, as a default of Fulcrum, the location of contact) so that we can keep track of our numbers.
3. If you had a LNT talk with people and there was NO VIOLATION, you can log the number of outreach contacts. Tap on the '+' on your Fulcrum Device.



4. A window will open. Make sure to click on the green bar at the top to change the status to 'LNT Outreach Contact made'.



5. You will also have to tap on the 'Outreach' button to log the outreach numbers instead of logging it as a violation.

### LNT Outreach Team App

Violation or Outreach



Violation

Outreach

### Outreach Information

Type of Outreach



LNT Outreach

Moopy Doo

Art LNT Foreman



## LNT Outreach Contact Numbers Documentation, continued

6. You will need to fill in information regarding your team and the number of outreach contacts (items with a \*).

Type of Outreach \* i

LNT Outreach Moopy Doo Art LNT Foreman

Outreach Date \*

July 18, 2018

Outreach Team \*

# of Outreach Contacts \*

Camp Name (0) i

Camp Address (0) i

Side of street (0)

Outreach Photos i

Outreach Notes

7. Tap on the box labeled 'Outreach Information' to enter in your outreach numbers

Outreach Information

# of Outreach Contacts

1 2 3 ← x

4 5 6 Done

7 8 9 .-

0 ⌨

8. Camp information, photos and notes are optional. They're meant to highlight a particular camp or participant who's 'doing it right'.
9. **\*\*Tap the '✓' at the top of the screen to save information.\*\***
10. The Outreach section has two other buttons that are used for different LNT Outreach teams: Moopy Doos and LNT Artist Foreman. **DO NO TAP EITHER OF THESE BUTTONS!!**