



Brownfield Action 2.1

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Brownfield 2.1 Instruction Manual

First-Time Users: This manual can serve as a walk-through tour of the software so feel free to follow along on your computer while reading this guide. By the end, you will be completely oriented to all aspects of the Brownfield Action software.

Returning Users: Use the Table of Contents below to find the section(s) you need to refer to.

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Introduction

Welcome to *Brownfield Action 2.1*! You and a partner are about to enter a simulated town where you will play the role of an environmental site investigation company. Your job will be to investigate a potentially contaminated land site in the fictional township of Moraine and report in detail on what you find (if anything) to a real estate developer.

Installation: How to install Brownfield on your computer

System Requirements: 64MB RAM; 200 MB free space on your hard drive
Windows 95, 98, ME, 2000, or Mac OS 9

Installing Brownfield Action 2.1 using the cd rom

Windows Users:

1. Place the cd rom Brownfield Action 2.1 in your computer. Open My Computer. Open the drive with the cd rom icon labeled Brownfield. Open the folder on the cd rom labeled BFWindows.
2. Brownfield Action requires Quicktime 4.0 or higher. If you have Quicktime, proceed to step 3. If you do not have Quicktime, doubleclick on the Quicktime Installer in the BFWindows folder and follow the on-screen instructions.
3. To install Brownfield Action, doubleclick on the bfinstallwin.exe file in the BFWindows folder and follow the on-screen instructions.
4. Once installation is complete, to login, doubleclick on the shortcut Brownfield Action on your desktop, then type in your Company Name and Password.

Mac Users:

1. Place the cd rom Brownfield Action 2.1 in your computer. Open the cd rom icon on your desktop labeled Brownfield. Open the folder on the cd rom labeled BFMac.
2. Brownfield Action requires Quicktime 4.0 or higher. If you have Quicktime, proceed to step 3. If you do not have Quicktime, doubleclick on the Quicktime Installer in the BFMac folder and follow the on-screen instructions.
3. To install Brownfield Action, doubleclick on the bfinstallmac file in the BFMac folder and follow the on-screen instructions.
4. Once installation is complete, to login, doubleclick on the alias Brownfield Action on your desktop, then type in your Company Name and Password.

Important Note: Once installation is complete, you no longer need the cd rom to play Brownfield Action. The complete program will be stored on your computer.

Installing using the Web Download

Windows and Mac Users:

Visit the Web Resources section of your course website:

<http://www.columbia.edu/itc/barnard/envsci/bc1001/>

Click on the link to Download Brownfield Action Software and follow the instructions.

Beginning Brownfield Action: How to Login

To begin, make sure your computer is connected to the Internet with a fast connection (do not attempt to use with a modem). Doubleclick on the icon *Brownfield Action* on your desktop or select the shortcut in the Start Menu under Programs (Windows users only). If you've deleted or can't find the shortcuts or alias, open the Brownfield Action folder in your Program Files folder and doubleclick on the *brownfield.exe* file (Mac users should find and click on a file called *brownfield* in the Brownfield Action folder in the Applications folder).

If you've already been playing *Brownfield Action* you will need to enter in a name and password as shown below, and then you will be able to continue from where you last left off. If this is your first time playing, you will create your company's name and password shortly.

User Login

If you have already created a company, please enter your company name and password to begin.

Company:

Password:

login

Create a New Company *new users start here*

Before you may begin, you must create your own company. You will need an authorization code to begin the process. Enter the authorization code below.

Authorization Code:

enter

For now, new users should begin by entering the authorization code you have been given by your instructor into the **Authorization Code** field near the bottom of the screen. Then click on the **enter** button. You will see a list of supplies you need. Check those over. Then click next to see a clip of a television show that will give you a sense of the problem you will need to solve.

Introductory Movie



To play the show, click the triangle-shaped play button in the lower left portion of the movie screen. You can pause the show by clicking the play button again (it will change to a pause symbol after you hit play). You can also scroll back and forth through the show by sliding the bar along the bottom of the movie. When you are done, click **next** to move on to the contract.

Use the Volume control as necessary to adjust the audio. If you are having trouble with the audio, check your computer's volume control.

Contract

The contract is an agreement between you and the real estate developer you saw in the television show. **Read it carefully as it outlines exactly what your company will need to do to complete your investigation.**

The screenshot shows a digital contract interface. At the top, the title "Contract" is displayed next to "cancel" and "sign contract" buttons. The main text states: "Now, therefore, in consideration of mutual agreements and covenants herein contained, the parties hereto agree as follows:" followed by four numbered terms. Term 1 defines "Contractor". Term 2 details the work to be provided. Term 3 specifies payment terms: an initial \$60,000 payment upon signing and a final \$15,000 payment. Term 4 states that the sum of money received is full compensation. Below the terms, a witness statement reads: "IN WITNESS WHEREOF, Malls-R-Us, Inc. has caused this Agreement to be signed by Seymour Buckmeister, President, and attested by Benjamin Pennypacker, Secretary, Malls-R-Us, Inc., seal affixed thereto, and the Contractor has here unto set his hand and seal, this 1st day of year first above written." There are two signature lines. The first is for Seymour Buckmeister, President, with a signature and the text "By: Seymour Buckmeister, President". The second is for Benjamin Pennypacker, Secretary, with a signature and the text "Attested: Benjamin Pennypacker, Secretary". Below these are fields for the contractor: "By: <Partner 1 Name>", "By: <Partner 2 Name>", and "<Company Name>". Red arrows point to these fields with the text "enter names here".

When you have finished reading, enter your names in under the signatures on the bottom right and enter a name for your company name that you will use to login with from now on. **Think carefully about your company name – keep it simple so it easy for you and your partner to remember and type in.** When you are done, click on **sign contract** in the upper right.

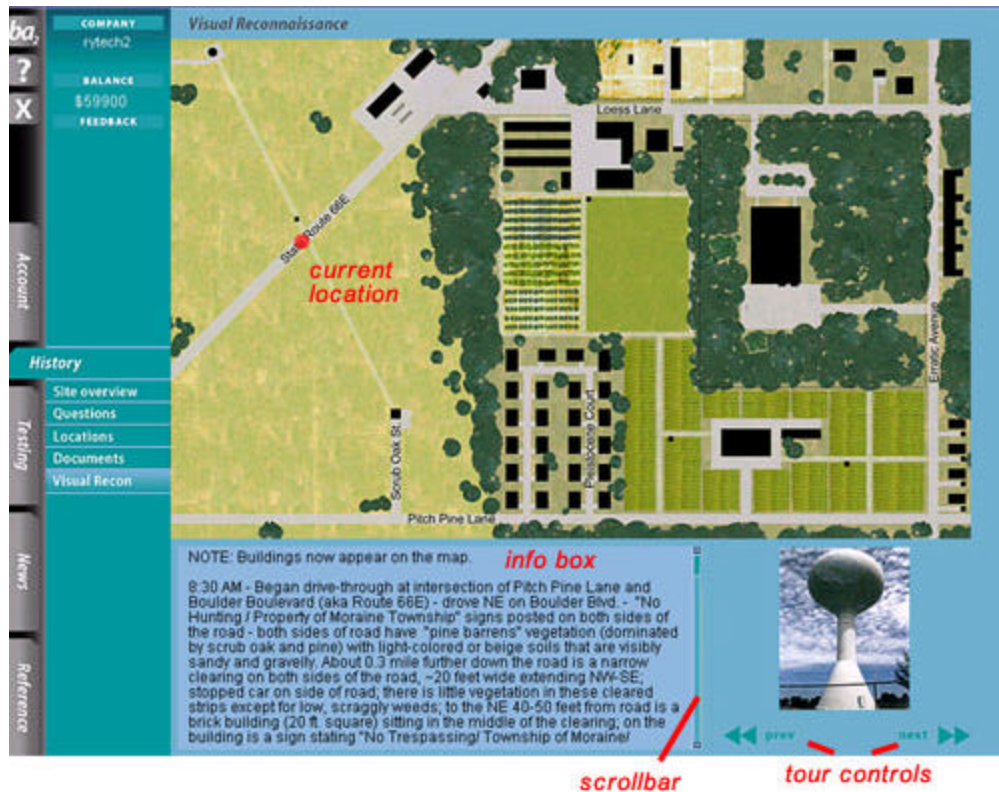
Next, you will need to enter in a password as well as your school email addresses in the boxes below. **Write down your company name and password, as you will need them to login next time you want to play.** Names and passwords are case-sensitive.

The screenshot shows a "Create a Password" form. It includes a heading "Create a Password" and a sub-heading "Email Information". The form contains two input fields for "Password:" and "Verify Password:". Below these are two input fields for "Partner 1 Email:" and "Partner 2 Email:". At the bottom right, there are "next" and "cancel" buttons.

When you are done, click **next**.

Visual Reconnaissance

Upon entering Brownfield Action for the first time, you'll be taken on a tour of the Site Map. This tour is called the Visual Reconnaissance and it will cost your company \$100. Visual Reconnaissance gives you a chance to learn a wealth of information about the site you must investigate as your assistant drives around and reports about the areas surrounding and including the Self-Lume factory site. Take your time in this section to find out clues that will lead you towards a successful investigation. **Take Notes!**



To navigate through the Visual Reconnaissance use the **next** and **prev** tour control buttons on the bottom right portion of the screen. Read the information listed in the info box for each spot carefully. Sometimes the information will exceed what can be shown on the screen. Use the scrollbar to the right of the text to control the text window.

When the Visual Reconnaissance ends, select Documents from the History Menu.



Documents

The Documents section is where you can view the initial packet of documents that have been provided for you. Some documents will contain useful information for your investigation while others are records of documents you've already seen, such as the Contract and the Visual Reconnaissance report.



To see a list of your current documents, use the menu in the upper right. To view a document, select from the menu. Some documents have more than one page. To move through the pages, use the page controls on the bottom of the screen.

At this point, there is no further direction from the software about what to do next, but it is suggested that when you are done reviewing the Documents, click on the **Site overview** button in the **history menu** so you can explore the basic navigation.

Basic Navigation

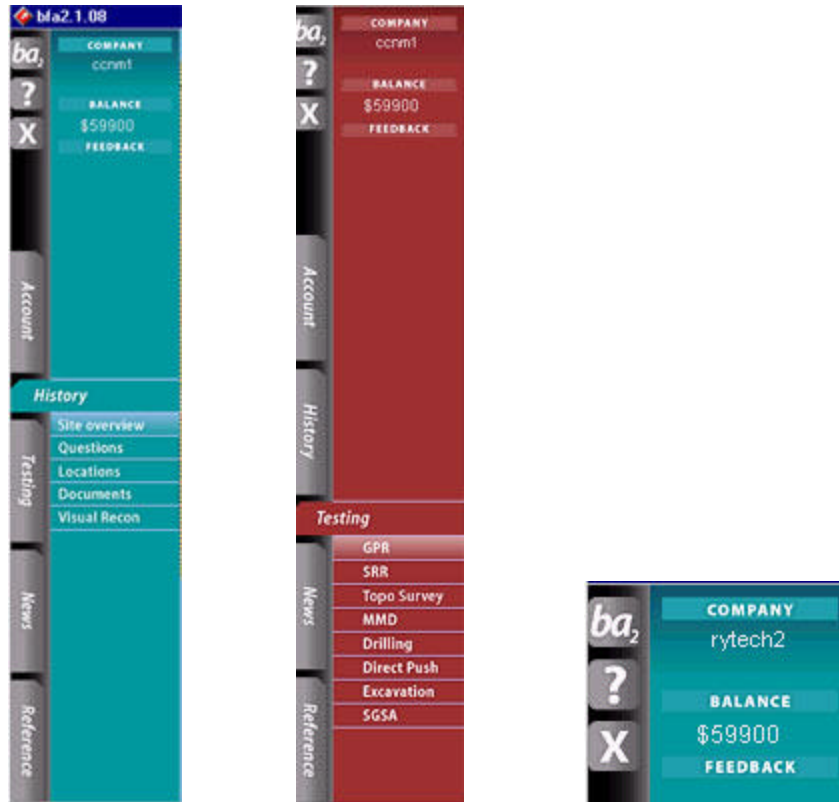
Once the Visual Reconnaissance is complete and you are placed on the **Documents** screen, it is up to you to begin your investigation by clicking on **Site overview** within the **History** menu. Once you do, you will see the following screen:



There will be no direction from the software about what to do next. It is up to you to choose which areas to explore and what tools to use with this interface. The next page describes the basic navigation features for exploring *Brownfield*.

Basic Navigation (cont.)

Brownfield Action 2.1 has a main menu that runs along the left edge of the screen. The main sections are listed by the tabs **Account**, **History**, **Testing**, **News**, and **Reference**. The **X** is to Quit the program. You can also Quit at any time by pressing CTRL Q or ESC (Windows Users) or Apple-Q or ESC (Mac). The **?** is to go to the online help.



You have several tools at your disposal within these sections and \$60,000 in your budget to start off with. Your current balance is always shown in the upper left corner of the screen. What follows is an explanation of each of the main sections.

History

The most important tool your company has is the Site Map. The Site Map appears in both the History Tab and the Testing Tab. When you are in the History section, as your mouse rolls over the map, you will notice that certain areas of the map will highlight. Clicking down on a highlighted area will provide you with information about that location and an opportunity to visit there. In the above below, the Wedging Nursery has been highlighted.



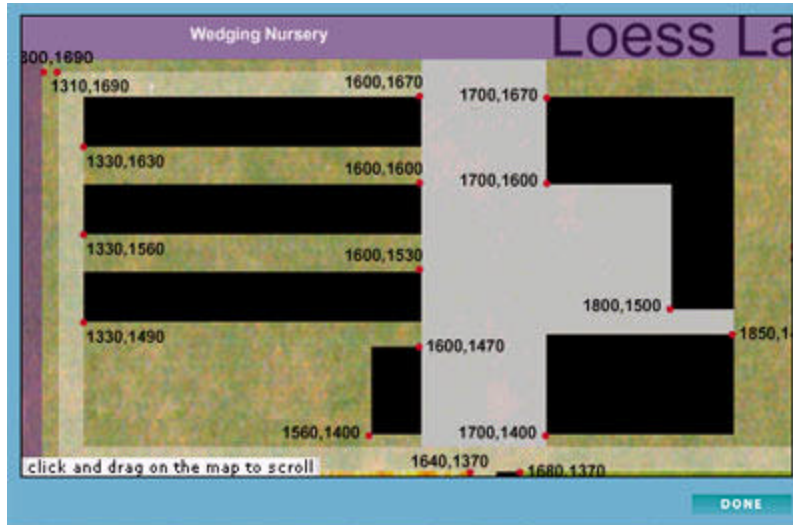
Plotting XY Coordinates

The **xy** button will provide you with an enlarged map of each location with the coordinate points you need to plot it on your own map.



Plotting XY Coordinates (cont.)

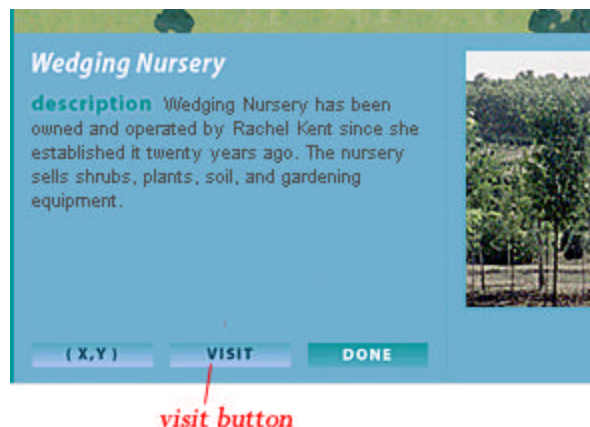
Below is a portion of the coordinate point map for the nursery. To see the rest of the map, click down on the map and drag your mouse to slide the map in any direction.



Note also that as you move your cursor around the regular Site Map, the coordinates on the top of the screen will change to show the cursor's current position. This feature may also help in the plotting your own map.

Visits

The **visit** button will take you to the location you've clicked and provide you with an opportunity to talk to a person at that location. Each visit costs your company \$25. If you decide you don't want to do a visit, you can click **done** to reactivate the map and you will not be charged. If you do want to visit, click **visit**. You will see your balance in the upper left portion of the screen decrease by \$25.



Visits (cont.)

While on a visit, some questions are provided for you. Simply click on a question, then select **ask** and the character at that location will provide you with an answer. Each question costs your company only \$1, so ask lots of questions.



You can also type in your own questions by selecting **Ask Your Own Question** in the **options** menu, but these questions cost you \$100, so think carefully before asking your own question. Answers to questions you write will arrive in your email. You can also send your assistant on tasks for \$100. You do this by selecting **Send Assistant** in the **options** menu. Be sure to provide clear instructions. Your assistant will send you an email with whatever he or she finds out (if anything).

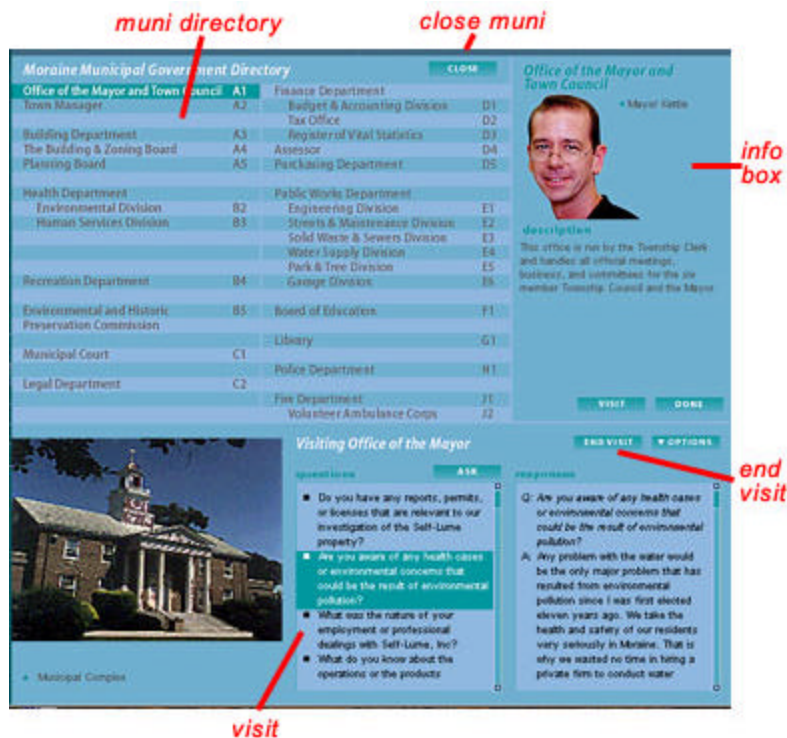
Be aware that some locations don't have a person available, so don't waste money going somewhere where no one is around. Also, *Brownfield Action* does not track the questions your company has asked in the past, so take good notes and/or print out the responses you receive. Otherwise you may have to spend money asking characters the same question twice. When your visit is complete, click on **end visit**.

Municipal Government

Some locations that you will need to visit are not located on the map. Instead, they can be found by clicking on the **muni govt** button near the top right of the screen.



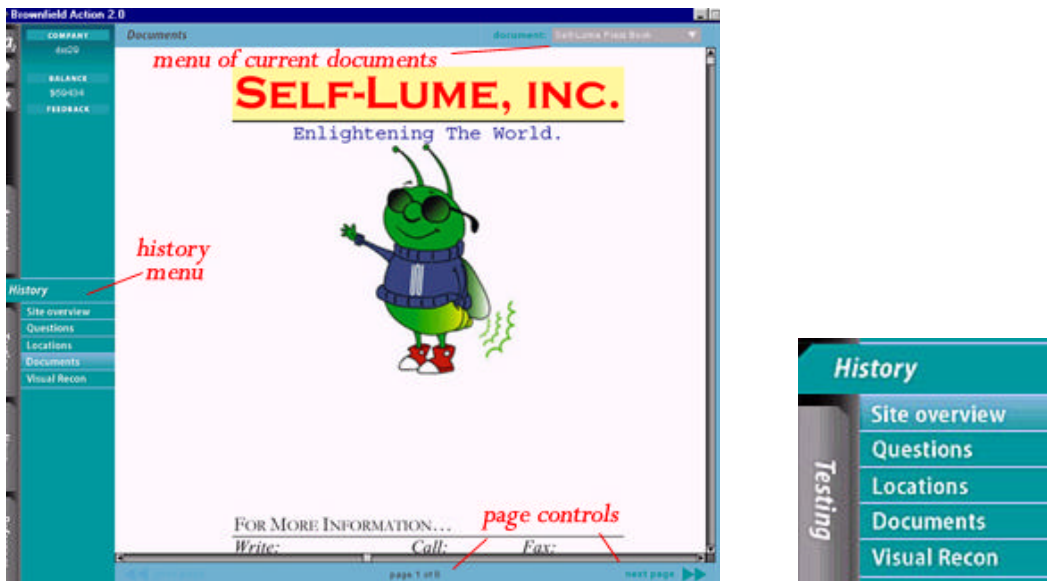
A directory of the municipal government complex will be presented to you, where you can select an office or department. Just as with the locations on the map, when you select a location you will see a description of that office or department and you will be given an opportunity to visit and ask questions.



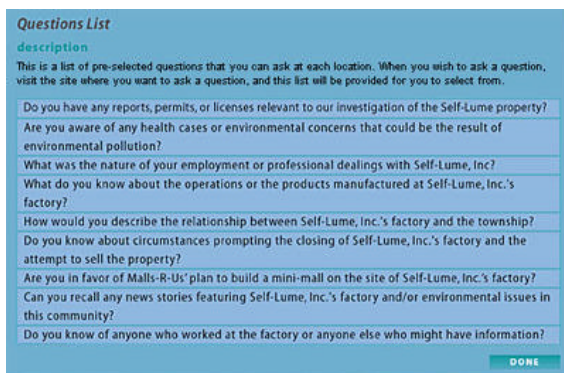
When you have completed your muni visit, select **end visit**. To visit another muni location, click **done**, then click on another location in the directory. To go back to the site map, click **close**. You must choose **end visit** before you can close the muni government window.

Documents and Other Helpful Screens

Sometimes when you ask a question, you will receive a document. A list of your current documents can be found by clicking on “Documents” in the **history menu**. Be sure to check there early on as your company starts out with a few useful documents. To see a list of your current documents, use the menu in the upper right. To view a document, select from the menu. Some documents have more than one page. To move through the pages, use the **page controls** on the bottom of the screen.

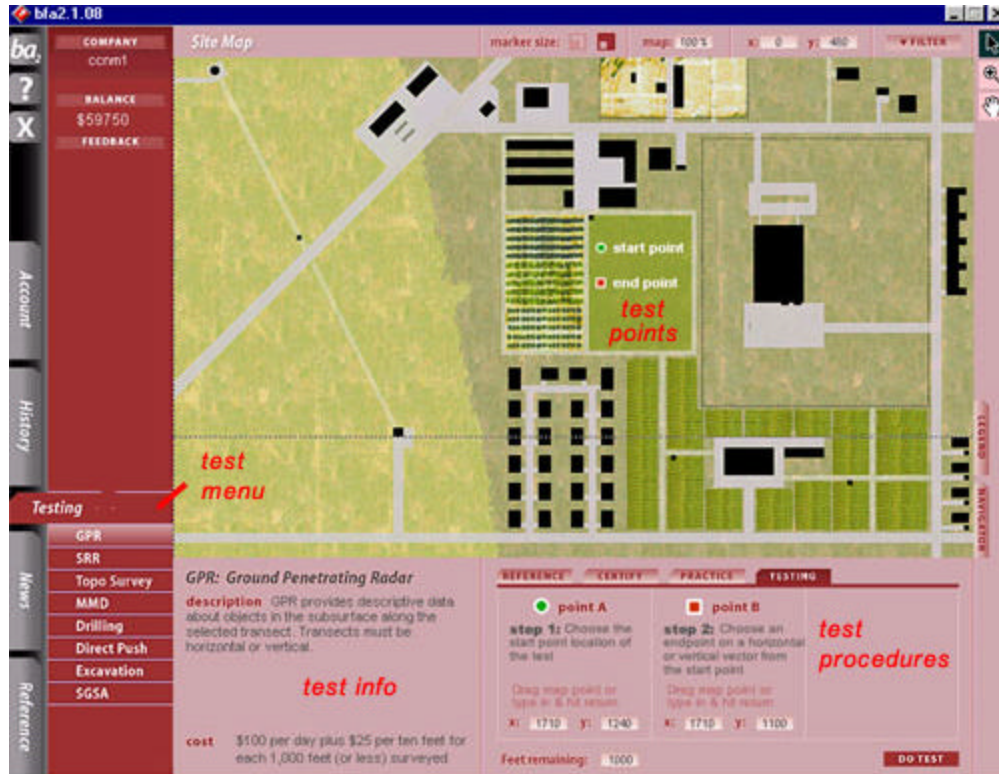


Also in the **history menu**, you can also select **Questions** to see a list of the preset questions that you can ask at each location. In the same area is **Locations**, which helps you find locations on the map. You can also redo the **Visual Reconnaissance** by selecting it from the **history menu**.



Testing

In the Testing section, you will see a test menu with a set of environmental testing tools on the bottom left portion of the screen. Clicking on a test will give you a description of the tool and an opportunity to use it on the map.



Test Certification

Before using a test, you should become certified to use the tool. Using the tool at the inappropriate time or using it incorrectly could cost your company a lot of money, so read the reference material and pass the certification exam before using a tool on the map.

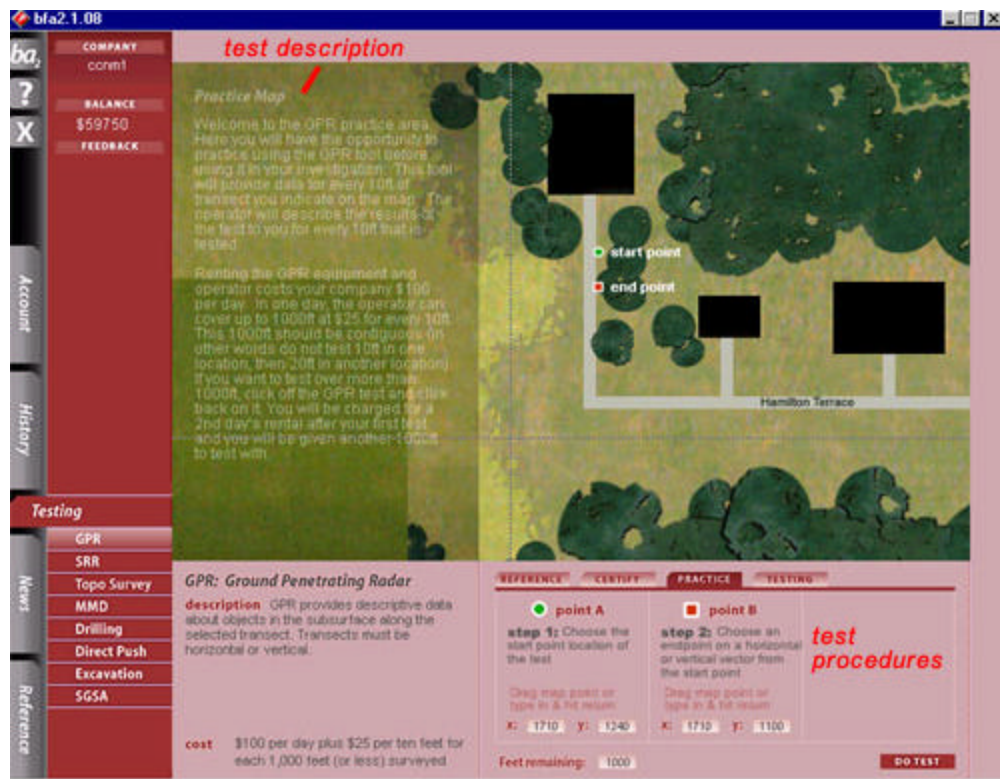
Certification involves answering a set of multiple choice and true/false questions about each test. You will have to visit the Brownfield Action Reference website in order to learn about each test and to take the associated exam. The URL is:

<http://www.columbia.edu/itc/barnard/envsci/bc1001/bfaref/>

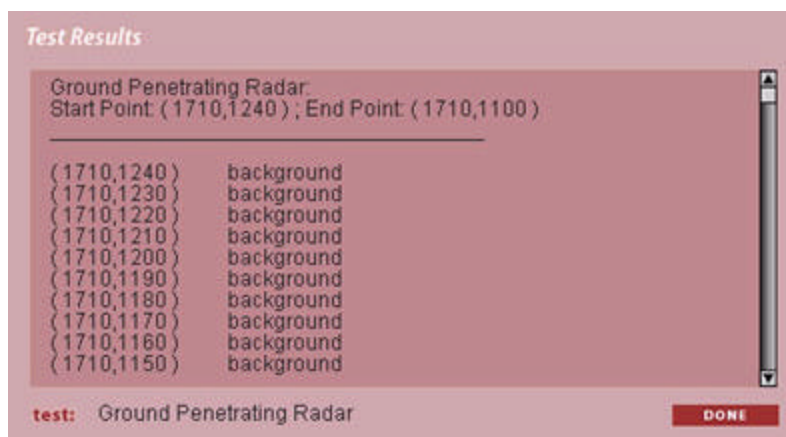
Note that there is a **Reference** button in the Testing section that will display a link to the Reference website if you click it or you can visit the course website and go to the Web Resources section, where you will find the link as well.

Practicing with Testing Tools

After you have been certified to use a test, take advantage of the **Practice Map** to practice using the test before you use it in your investigation. Follow the instructions for each test to learn how to use it. The practice area gives you a chance to use the test without being charged, so take advantage of the opportunity and perform as many tests as you want. Pay attention to the cost structure for each test, as each of them are different.



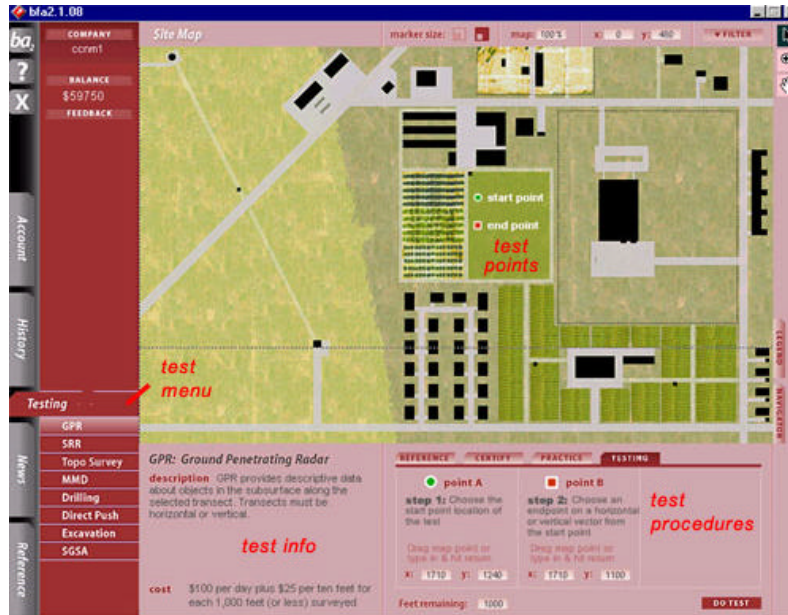
Each test will produce a results screen something like this:



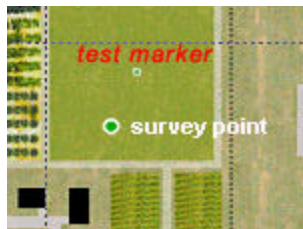
which you can use to note down data you've collected.

Performing Tests

Once you are done practicing and you are ready to use a test on the Site Map, click on the testing button. The map will change but the test will work just as it did in the practice area.



Important Note: Each time you perform a test, a small **test marker** will be placed on the map where the test took place.



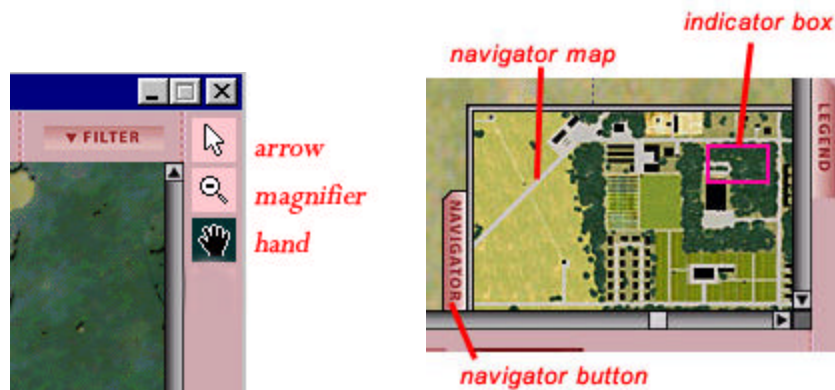
You can click on this marker to recall the test data screen from that point. To avoid cluttering up the map, only the markers for the test you currently have selected will be shown at the map at one time. To see the markers for a different test, select the test from the Testing Menu.

Zooming and Other Map Features

To help you perform each test there are a few more tools to use on the Site Map. By using the **magnifier** in the upper right you can zoom in on the map. To activate the **magnifier**, click on it, then click on the map where you want to zoom in. To zoom out, click on the **magnifier** again.



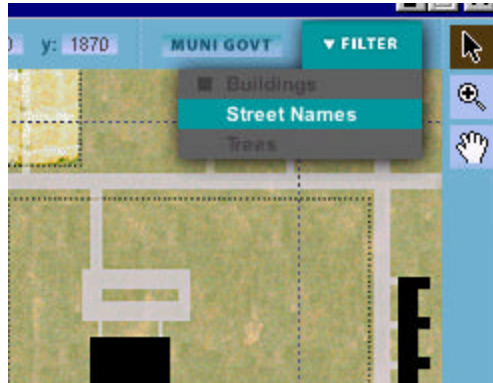
Navigate the zoomed in map by choosing the **hand** tool. After clicking the **hand** tool, you can click down anywhere on the Site Map and slide it in any direction by moving the mouse. The pink **indicator box** in the **navigator map** that pops up will indicate the portion of the large Site Map that is in view.



If necessary, you can hide the **navigator map** by clicking on the **navigator button**. To reopen the navigator, hit the button again under the **legend button**.

When you are done with the **hand**, click on the **arrow** or zoom out using the **magnifier** to resume with normal mouse functionality.

You can also use the **filter** menu to change the appearance of the map. Click the **filter** button near the top of the screen, then choose the filter you wish to apply to the map. In this image, the Street Name filter is being selected.



The map also has a **legend** that you can pop in/out by clicking on the legend button on the right edge of the screen.



Account

The Account simply shows a listing of all the transaction your company has performed during your investigation. It serves as your checkbook so you can monitor your spending.

| index | date | transaction | cost |
|-------|---------|---|------|
| 1 | 9/20/00 | Visited site | 80 |
| 2 | 9/20/00 | Question, wine, Question 1 | 2 |
| 3 | 9/20/00 | Question, wine, Question 2 | 2 |
| 4 | 9/20/00 | Visited, res | 50 |
| 5 | 9/20/00 | Question, redif, Question 3 | 2 |
| 6 | 9/20/00 | Certification fee, not | 100 |
| 7 | 9/20/00 | Testing: Topographical Surveying at point(920, 910) | 320 |
| 8 | 9/20/00 | Testing: Topographical Surveying at point(1020, 940) | 20 |
| 9 | 9/20/00 | Testing: Topographical Surveying at point(1170, 1180) | 20 |

total records: You have made 9 transactions total cost: 556

News

News displays news clippings from the Moraine newspaper that may be helpful to your investigation. Take some time to read those over as they may provide clues as to whom you should talk to in the town and what you should ask them about. The clippings will change from time to time, so check back often to see if new news is available.

Local Residents React to Prospect of Mall Plans

Opinions are divided among Moraine residents over the sale of the property once abandoned Self-Lame Mall-R-U.

There has been much speculation about the type of vendors Mall-R-U will bring to the complex once the deal is finalized. Some residents have even begun to compile a wish-list, although opinions about what should be included vary.

"I want to see them to put a big chain store here. A fast food drive-through would also be helpful for the local character of this area," said Terry Train, owner of Tiffie's, a different perspective on the matter.

"I am going to be a strip mall. I would like to see at least try to have some local character to this area. I would like to see some local character to this area. I would like to see some local character to this area."

who have been here for years," Terrain said.

Representatives of Mall-R-U said they would not discuss specifics of the plans until the deal is officially closed.

Unconfirmed reports have revealed that the two parties have come to an agreement on the price. The closure of the deal is pending the results of an environmental site assessment that is being conducted by a private contractor. The assessment is mandatory for such a sale under Drumlin state law.

"If this deal goes through, we plan to work closely with the community to design the development around their needs. If it's good for Moraine, then it's good for business," a spokesperson for Seymour Backmeier, CEO of Mall-R-U, said.

Jack Kilroy, former police chief and now owner of Kilroy's Bar, had some reservations about the rumored plans.

"I realize that it's only in the planning stages. But if they proceed with this project, I just hope that they are willing to take into consideration all the things that go along with introducing a mall into a community like Moraine," Kilroy said.

Former Self-Lame, Inc. employee Jake Milankovitch expressed his reluctance some residents have to see the old factory torn down.

"I know that this needs to happen at some point. It's just strange to think of there being anything other than the factory on that site," Milankovitch said.

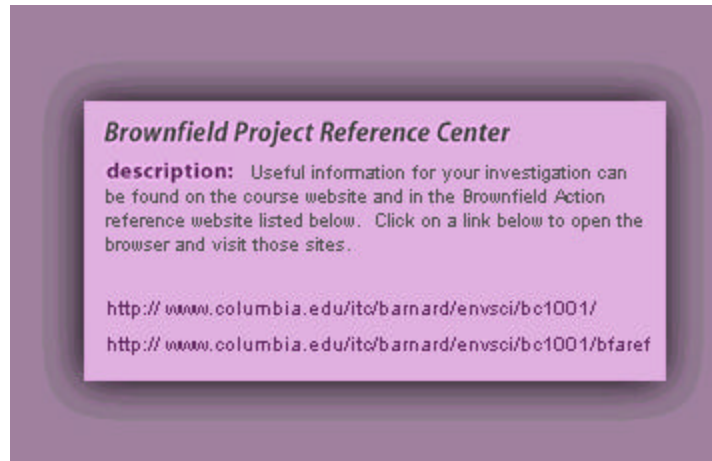
In 1995 Self-Lame, Inc. filed for bankruptcy and shut down operations. This is the first offer the owners of Self-Lame have had that has come this close to finalization.

Attorney and spokesperson Eve Ader for the Self-Lame, Inc. declined to comment until the deal is closed.

Jake Milankovitch (top) and Eve Ader (right) look forward to new stores would bring.

Reference Tab

The Reference Tab contains weblinks to the course website and the *Brownfield Action Reference* website.



Brownfield Project Reference Center

description: Useful information for your investigation can be found on the course website and in the Brownfield Action reference website listed below. Click on a link below to open the browser and visit those sites.

[http:// www.columbia.edu/itc/barnard/envsci/bc1001/](http://www.columbia.edu/itc/barnard/envsci/bc1001/)
[http:// www.columbia.edu/itc/barnard/envsci/bc1001/bfaref](http://www.columbia.edu/itc/barnard/envsci/bc1001/bfaref)

Troubleshooting Common Problems

I can't log in.

Make sure you are entering the correct name and password as when you filled out the contract. Passwords are case-sensitive. Then make sure your Internet connection is working. To test this, try accessing a website. If the problem persists, try restarting your computer or use a different machine.

I am getting SCRIPT ERROR. CONTINUE?

If SCRIPT ERROR occurs, click YES on the error message box and you should be able to continue normally. You may have to click YES more than once. If the problem persists, try logging out and logging back in and/or restarting your computer. Report the problem to your instructor and be sure to include where in *Brownfield* error took place.

Graphics appear choppy or are missing, objects are moving slowly or the machine is freezing.

Most likely the machine memory is low. To remedy this, close any other open applications (such as your Internet browser). If the problem persists, logout, restart the computer, then try again. If the problem still persists, use another machine with more memory and report the problem to your instructor.

The program won't show the movies and/or it is asking for Quicktime.

Quicktime is required for installation of *Brownfield Action* to take place, so most likely you either have an old version or it has been installed incorrectly. Quit *Brownfield* and visit <http://www.apple.com/quicktime> and download the most recent version of the free player or insert your *Brownfield Action 2.1* cd rom, open the Windows or Mac folder depending on your machine, and doubleclick on the Quicktime Installer.

I'm having trouble printing.

Check your printer settings to ensure your printer is working normally. As a test, try printing a simple text document from your computer. If the printer is working normally, then most likely your machine does not have enough memory to print. If this is the case, then most likely you will have trouble printing the longer documents. Try closing any other open applications and/or restarting your computer. If the problem persists, use another machine with more memory to print and report the problem to your instructor.

The program quits by itself or I'm getting error messages not listed above.

Logout and log back in and/or try restarting the computer. If the problem persists, write down the error message and pass it on to your instructor.

Brownfield takes over my entire screen and I don't know how to quit.

At any point, you can quit the program by pressing CTRL-Q or ESC (Windows) or Apple-Q or ESC (Mac). If possible increase your screen resolution to 1024 x 768.

For more help, consult the *Brownfield* Online Help website:
<http://ccnmtl.columbia.edu/brownfield/help>