



## Critical Tool Instructions

### Home

1. The first button in this section is **Introduction**. Click this button to access the **Introduction** page that will provide you an overview of GEMI LWT™.

2. The first step is to enter site information on the **Site Map** page. To access this page, click the **Site Map** button on the **Home** page. Once you are on the **Site Map** page, enter your site information along with location information as requested. Location information can be entered either as site address or geocoordinates (Latitude and Longitude). If you enter site address, click the **Get Geo Code** button to obtain the geocoordinates for your site. Doing so will generate the geocoordinates and also a Google map for your site (you will need to have an internet connection to use this functionality). However, if you just enter the geocoordinates for the site and click the **Get Map** button, it will also generate a Google map for your site. In addition, on the right-hand side of the **Site Map** page, there is space to insert your own map or figure of the Site.

3. The next step is to enter water related data into the influent and effluent data entry page hereby referred to as **Module 1\_Influent Data** and **Module 1\_Effluent Data**. Before you enter your water data, you will need to set up your data entry modules. On the **Home page**, click on the **LWT Setup** button to access the **LWT Setup** page. On this page there are three data entry options; **Import Data from GWT**, **Site Level**, and **Process Level**. Check one of the options and then click **Ok** (see **Note "a"** for data import from the GWT). Once you do that it will take you to the first data entry page; **Module 1\_Influent Data**. Enter your data as requested (see **Note "b"**) and then move on to the next data entry page; **Module1\_Effluent Data**. After you finish entering data here, click the **Home** button located on the top of the page to return back to the **Home** page.

#### Notes:

a. If you have previously stored water data related to your site on the GWT, you can extract that information into this GEMI LWT™. To do this, check the first option on the LWT Input page and then click the **Ok** button. Doing so will open a dialogue box requesting that you select the GWT file that contains water data for the site. Make sure that the name of the site provided in Step 2 above matches exactly the name of the site in the GWT. If the site names do not match, data will not be transferred from the GWT to this GEMI LWT™ file. After you select the GWT file, click **Open** and the GEMI LWT™ will extract the required water data from the GWT into the GWT Input page and return you to the **Module 1\_Influent Data** page.

b. Two elements are required for completion of Module 1 Data sheets before running the Setup process: (1) the names of Influent Sources and Receiving Water bodies/Entities and (2) the volumes of influent and effluents. Do not advance to the next step before the names and volumes have been confirmed and entered.

### Modules

1. After the required Module 1 Data has been entered (do not forget to enter Total Site Production and Revenue data for **Module 1\_Influent Data** worksheet), click the button **Run Module Setup** (red button) located on the **Home** page to set up the various modules (2 through 6) for the qualitative assessment for your site. In addition, by clicking the **Run Module Setup** button, the following reports are generated: **Site Output (in Module 1)** and **Internal Metrics and Reporting (in Module 6)**.

#### Note:

The Setup process in this step is not reversible. Make sure that you have entered the two required elements (see **Note "b"**) in **Module 1** before clicking on **Run Module Setup**. The Setup process may take up to 5 minutes to run for the creation of matrices and automatic links in **Modules 2 - 6**.

Now you may move through each module (2 through 6) and enter information and select parameter levels. Only enter data in cells that are highlighted in red and blue.

2. Complete **Module 1** by going to the **Site Output** page and selecting Internal Importance Levels for each Influent Source or Receiving Waterbody/Entity.

3. Complete **Module 2** by assessing and selecting External Stress Severity Levels.

4. Complete **Module 3** by assessing and selecting the Magnitude of Company Contribution on each Influent Source and Receiving Waterbody/Entity.

5. The risks in **Module 4** are automatically calculated. Comments fields are provided for Users to add notes.

6. Management plans may be documented in **Module 5**. The sufficiency of existing management plans and need for new plans or actions may be documented. Links to existing documents may be included.

7. Outputs and summaries are automatically generated in **Module 6** except for **Dashboard**. However, if you make any changes to influent volume (**Module 1\_Influent Data** page) or effluent discharge volume (**Module 1\_Effluent Data** page) then you will need to **Run Internal Metrics** and **Run Reporting** under **Module 6** to get the updated values.

8. Dashboard summary in **Module 6** is generated by clicking the **Run Dashboard** button located under **Module 6: Reporting section**.

### References

The pages in this section provide help to the User through **Definitions**, **FAQ**, and **Data Source List**. Detailed descriptions of droplist items in **Modules 1 through 3** are provided in **Droplist-Module 1**, **Droplist-Module 2**, and **Droplist-Module 3**.