



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™ for Oil and Gas**.

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 options. On the **Home** page, click the **LWT Setup** button to access the **LWT Setup** page. On this page there are three data entry options; **Site Level, Process Level, Import from Oil and Gas GWT**. Check one of the options and then click **Ok (see Note "a" for additional information)**. 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 IPIECA GWT for Oil and Gas, you can extract that information into this GEMI LWT™ for Oil and Gas. To do this, click the **Import from Oil and Gas GWT** option on the Setup page. Then click **Ok**. 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 IPIECA GWT for Oil and Gas. If the site names do not match, data will not be transferred from the IPIECA GWT for Oil and Gas to this LWT file. After you select the GWT file, click **Open** and the GEMI LWT™ for Oil and Gas will extract the required water data 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 Run Module 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**.

References

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