

Information for Phase 1 MHSM Stewards – Filing the Annual 2009 MHSM Steward’s Report

Material Category	What should I do before I log in to file in March?	What will I need to do when I file?	How will I do it?	Notes
<p>Antifreeze: e.g., ethylene and propylene glycol used as vehicle engine coolant, etc. Includes:</p> <ul style="list-style-type: none"> • Packaged Antifreeze • Bulk Antifreeze 	<ul style="list-style-type: none"> • Have at hand your 2009 sales data for packaged antifreeze and for bulk antifreeze. 	<ul style="list-style-type: none"> • Verify data for packaged antifreeze sold in 2009. • Manually enter your 2009 sales data for bulk antifreeze. 	<ol style="list-style-type: none"> 1. Log onto the new system 2. Navigate to Annual 2009 MHSM Steward’s Report 3. Navigate to Antifreeze 4. The system will be pre-populated with your 2009 quantities of Packaged Antifreeze in litres 5. You will then have two options: <ol style="list-style-type: none"> i. Automated: <ul style="list-style-type: none"> ▪ The system will allow you to confirm the amounts of Packaged Antifreeze ▪ You will need to manually enter your quantities of Bulk Antifreeze ii. Manual: <ul style="list-style-type: none"> ▪ Override the system and manually input your sales data for Packaged Antifreeze and Bulk Antifreeze 	