

**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><b><u>Oil Containers</u></b> e.g., hydraulic and transmission fluids, gear oil, etc.</p>	<ul style="list-style-type: none"> <li>• Have at hand your 2009 sales data for oil containers.</li> </ul>	<p>Verify your data for oil containers sold in 2009.</p>	<ol style="list-style-type: none"> <li>1. Log onto the new system</li> <li>2. Navigate to <b>Annual 2009 MHSM Steward’s Report</b></li> <li>3. Navigate to <b>Oil Containers</b></li> <li>4. The system will be pre-populated with your 2009 quantities of Oil Containers</li> <li>5. You will then have two options:               <ol style="list-style-type: none"> <li>i. Automated:                   <ul style="list-style-type: none"> <li>▪ The system will allow you to confirm your 2009 quantities of Oil Containers</li> </ul> </li> <li>ii. Manual:                   <ul style="list-style-type: none"> <li>▪ Override the system and manually input your sales data</li> </ul> </li> </ol> </li> </ol>	