

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><u>Oil Filters</u> e.g., household furnace fuel filters, coolant filters, etc. Includes:</p> <ul style="list-style-type: none"> • Filters measuring less than or equal to 8"; and • Filters measuring more than 8" 	<ul style="list-style-type: none"> • Have at hand your 2009 sales for oil filters. 	<p>Verify your data for oil filters sold in 2009.</p>	<ol style="list-style-type: none"> 1. Log onto the new system 2. Navigate to Annual 2009 MHSM Steward’s Report 3. Navigate to Oil Filters 4. The system will be pre-populated with your 2009 quantities of Oil Filters 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 your 2009 quantities of Oil Filters ii. Manual: <ul style="list-style-type: none"> ▪ Override the system and manually input your sales data 	