## How to Access Stewardship Live Reports:

- 1. Click 'view list of current participating sites' link.
- 2. Select 'Search by Category' from the Search Options list.
- 3. From the drop down, select 'Compliance and Enforcement', followed by the green submit button.
- 4. Scroll to the bottom of the page. Under the STEWARDSHIP (2) header select either:
  - "Details of Stewardship sites for last 5 years". This report lists all facilities that have received stewardship recognition in the past 5 years. The report gives detailed explanations on how the facility qualified for stewardship. or
  - b. "Summary of Stewardship Sites". This report provides a summary of all facilities participating in stewardship and the number of categories in which they qualified.

## How to Access Stewardship Historical Reports:

- 1. Click 'view history of all participating sites' link.
- 2. Select the 'Stewardship Reports' dropdown menu.
- 3. Under the 'Category' dropdown menu select 'Historical Details'.
- 4. Under the 'Reports' dropdown menu select 'Complete History of All Stewardship Sites', followed by the green submit button.
- 5. You will be prompted to either open the PDF with the report or save the report to your computer. Select 'open'.