



## *Inter-office Memo*

**Date:** June 2, 2010  
**From:** Graeme Feltham, Vice President, Prairie Peaks Division  
**To:** ATCO Gas Prairie Peaks Employees  
**Subject:** New Idle-Free Guidelines in Prairie Peaks Business Unit

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In conjunction with National Clean Air Day, the Prairie Peaks Business Unit is introducing new Idle-Free Guidelines to encourage employees to reduce idling of ATCO Gas vehicles.

Vehicle idling wastes fuel, creates pollution and can cause engine wear. It doesn't matter how cheap the fuel is or how clean your vehicle is, it is never a good idea to burn fuel needlessly. Nearly 75 percent of employees in the business unit drive company vehicles. By reducing vehicle idling, we can reduce greenhouse gas emissions and operating costs.

Although the current Detailed Work Instructions (DWI 2017) reference vehicle idling, it is in very general terms ("do not idle vehicles excessively"). These enhanced guidelines provide specific instructions to eliminate vehicle idling when it's appropriate to do so.

For this effort to succeed, we all need to get in the habit of turning our vehicles off when it's not necessary to keep the engine running. There are some exceptions to the idle-free guidelines, so we developed the following materials to help you understand them:

- Posters
- Quick Reference Card (\*can be stored in vehicle glove boxes)
- Dashboard clings
- Outdoor signage

At this time, we're rolling out these guidelines to the Prairie Peaks business unit only. Other business units may choose to follow our lead at a later date.

Kyla Therrien and Ron Moisey are leading this initiative. If you have questions, require further information, or would like copies of the support materials, please talk to your immediate supervisor or contact Kyla or Ron directly.

Sincerely,

Graeme Feltham