



Inter-office Memo

Date: May 26, 2010
From: Graeme Feltham, Vice President, Prairie Peaks Division
To: ATCO Gas Vice Presidents, Managers, Supervisors, Team Leads
Subject: Enhanced Idle-Free Guidelines in Prairie Peaks Business Unit

On June 2, 2010, in conjunction with National Clean Air Day, the Prairie Peaks Business Unit will introduce enhanced guidelines to encourage employees to reduce idling of ATCO Gas vehicles.

Excessive vehicle idling wastes fuel, creates pollution and can cause engine wear. Nearly 75 percent of employees in the business unit drive ATCO Gas vehicles. By encouraging employees to reduce vehicle idling, we can reduce greenhouse gas emissions and operating costs.

Although 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.

Enclosed are some support materials for you to share with your employees:

- Posters
- Quick Reference Cards (can be stored in vehicle glove boxes)
- Dashboard clings

We’ve also created permanent outdoor signs to be mounted in ATCO Gas Prairie Peaks parking lots to help reinforce our message. Kyla Therrien has already contacted employees at the various offices to let them know when to expect the signs and where to mount them.

Within the next week, please discuss this new initiative with your employees. I encourage you to distribute the dashboard clings and quick reference cards to employees who drive ATCO Gas vehicles. For this effort to succeed, our drivers need to understand the importance of reducing vehicle idling, and make it a regular operating practice.

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.

If you have questions or require further information, please contact Kyla Therrien or Ron Moisey.

Sincerely,

Graeme Feltham