

<b>Employer Smog Day Actions</b>	<b>Will commit to</b>	<b>Already doing</b>
<p><i>There are a range of strategies that can be implemented in both the private and public sector to improve air quality. Develop a Smog Plan for your organization that reduces your impacts to air quality.</i></p>		
<p><b>Year Round Smog Reduction Actions</b></p> <ol style="list-style-type: none"> <li>1. Join the Ministry of Environment Air Quality forecast <a href="http://www.airqualityontario.com">www.airqualityontario.com</a></li> <li>2. Notify all employees and contractors when a Smog Advisory is called. Post signs, send Email notifications, etc.</li> <li>3. Encourage or give incentives for employees to leave their vehicle at home. Find another way to travel around (HSR or GO transit, cycle, walk, carpool, etc.). Promote carpooling to off-site meetings, subsidize the use of public transit for employees.</li> <li>4. Investigate and promote how employee telecommuting/ teleworking can work at your workplace.</li> <li>5. Promote transportation challenges such as Commuter Challenge or encourage Transportation Demand Management to employees. Make it fun.</li> <li>6. Commit to be idle-free. Idling wastes fuel, impacts the air and health. Hamilton has an Idling By-law.</li> <li>7. Adopt or enhance a Green Fleet policy to ensure fleet vehicles and motorized equipment are at peak efficiency, use less polluting fuels (hybrids, electric, biodiesel, etc.) are replaced with fuel efficient technology or that vehicle technology is optimized. Keep your fleet properly maintained.</li> <li>8. Implement an energy conservation management plan – increase the energy efficiency of office space. Reduce the use of non essential lighting and electrical equipment. Shut off computers and electronic equipment overnight.</li> </ol>		
<p><b>Summer Smog Days</b></p> <ol style="list-style-type: none"> <li>1. Notify all employees and contractors when a Smog Advisory is called. Post signs, send Email notifications, etc.</li> <li>2. Encourage or give incentives for employees to leave their vehicle at home. Find another way to travel around (HSR or GO transit, cycle, walk, carpool, etc.)</li> <li>3. Turn the air conditioner up to 25 °C. Adopt a flexible dress code to accommodate warm workplace temperatures.</li> <li>4. Encourage staff to carpool, telework or do office based work – using Email and telephone</li> <li>5. Suspend non-essential motor vehicle use: <ol style="list-style-type: none"> <li>a. Encourage the use of public transit, where available, or alternative transportation; delay deliveries and errands; schedule teleconferences; encourage carpooling to meetings.</li> <li>b. Minimize, where possible, the use of trucks and other heavy duty equipment.</li> <li>c. Go idle free.</li> </ol> </li> <li>6. If you must use a vehicle, refuel vehicles after sundown and before sunrise (before 10 am or after 6 pm) to reduce the emissions of volatile organic compounds that contribute to smog. Make sure to replace the gas cap tightly when finished fuelling.</li> <li>7. Provide alternative work options for employees working outdoors, where possible.</li> <li>8. Postpone the use of gas and diesel powered engines such as lawn mowers, chainsaws and leaf blowers. Consider using rakes or cleaner technology (electrical, four stroke engines).</li> <li>9. Suspend the use of solvents, oil based paints and stains, solvent-based cleaners and other materials containing volatile organic compounds.</li> </ol>		
<p><b>Winter Smog Days</b></p> <ol style="list-style-type: none"> <li>1. Notify all employees and contractors when a Smog Advisory is called. Post signs, send Email notifications, etc.</li> <li>2. Reduce warm up idling to 30 seconds, as long as the vehicle's windows are clear.</li> <li>3. Use a vehicle engine block heater on a timer when the temperature drops below 0 °C.</li> <li>4. Suspend or reduce the use of gas and diesel powered engines, where possible.</li> </ol>		

Personal Smog Day Actions	Will commit to	Already doing
<i>Create your personal response plan for Smog Advisory Days and help improve air quality every day.</i>		
<p><b>Year Round Smog Reduction Actions</b></p> <ol style="list-style-type: none"> <li>1. Leave your vehicle at home. Walk, cycle, carpool or take public transit (HSR , GO) whenever possible.</li> <li>2. Work from home. Telecommuting is becoming popular. Ask your employer if telecommuting is an option even one or two days a week.</li> <li>3. If you must use your vehicle, plan your trips to reduce distance and travel time, do all errands in one trip.</li> <li>4. If you must use a vehicle, commit to be idle-free. Idling wastes fuel, impact the air and health. Hamilton has an Idling By-law. Save fuel by turning the key off if parked for 10 seconds.</li> <li>5. Reduce energy consumption. Energy from fossil fuels contributes to smog. Reduce the use of non essential lighting and electrical equipment. Shut off computers and electronic equipment overnight.</li> <li>6. Reduce your use of gasoline powered yard tools.</li> <li>7. Tell a friend what you are doing to reduce smog.</li> </ol>		
<p><b>Summer Smog Days</b></p> <ol style="list-style-type: none"> <li>1. Leave your vehicle at home. Find another way to travel around (HSR or GO transit, cycle, walk, carpool, etc.)</li> <li>2. If you must use a vehicle, refuel vehicles after sundown and before sunrise if possible (before 10 am or after 6 pm) to reduce the emissions of volatile organic compounds that contribute to smog. Make sure to replace the gas cap tightly when your finished fuelling.</li> <li>3. Turn the air conditioner up to 25 °C</li> <li>4. Postpone or refuse to use gas and diesel power engines such as lawn mowers, chainsaws and leaf blowers. Consider using rakes or cleaner technology (electrical, four stroke engines).</li> <li>5. Suspend the use of solvents, oil based paints and stains, solvent-based cleaners and other materials containing volatile organic compounds.</li> <li>6. Conserve electricity – reduce the use of non-essential lighting or electrical equipment.</li> <li>7. Postpone strenuous outdoor work or exercise for another day</li> <li>8. Refrain from using gas or diesel powered non-essential off road vehicles (motorcycles, ATVs, marine pleasure craft ).</li> </ol>		
<p><b>Winter Smog Days</b></p> <ol style="list-style-type: none"> <li>1. If possible, avoid using wood as a main heating source.</li> <li>2. When burning wood, use dry and seasoned wood</li> <li>3. Use an engine block heater on a timer when the temperature drops below 0 °C.</li> <li>4. Reduce warm up idling to 30 seconds, as long as the vehicle's windows are clear.</li> </ol>		

**Provided to you by:**



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