

EMPLOYER ACTION PLAN

Reducing Fine Particle and Ozone Air Pollution

The following are suggested ways Dane County employers can voluntarily help to keep our air quality healthy. These strategies help reduce winter and summer fine particle pollution and summertime ozone pollution.

| | All Year Long | Extra Effort on Clean Air Action Days |
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| Fleet operations | <ol style="list-style-type: none"> 1. Avoid engine idling when making deliveries or customer round. 2. Keep fleet vehicles tuned up, regularly check and correct tire pressure. | <ol style="list-style-type: none"> 1. Turn off delivery vehicles during loading, unloading and while in lines. 2. Reschedule discretionary vehicle travel. |
| Staff issues/ work styles | <ol style="list-style-type: none"> 1. Reduce travel: promote on-site lunches, telecommuting, compressed work schedules, and teleconferencing. 2. Promote carpooling, transit use and biking or walking to work. 3. Encourage employees to maintain their cars and reduce vehicle travel by combining errands. | <ol style="list-style-type: none"> 1. Postpone discretionary car trips. 2. Encourage employees to make an extra effort to carpool, take the bus, bike or walk to work. |
| Buildings maintenance/ custodial operations | <ol style="list-style-type: none"> 1. Purchase only energy efficient equipment. 2. Regularly check mechanical equipment and perform proper cleaning and preventative maintenance. | <ol style="list-style-type: none"> 1. Reduce energy consumption. 2. Reduce lighting levels where applicable and turn down heating thermostats. |
| Grounds maintenance | <ol style="list-style-type: none"> 1. Reduce the use of gas-powered grounds equipment (e.g. blowers, power saws, mowers and trimmers.) | <ol style="list-style-type: none"> 1. Reschedule landscape operations that utilize gas-powered mowers and equipment. 2. Ask contractors who do company grounds maintenance to observe these guides. |
| Staff and customer awareness | <ol style="list-style-type: none"> 1. Promote your wintertime pollution reduction strategies through staff newsletters, web pages, email, and bulletin boards. 2. Underscore your commitment to fine particle reduction through a memo or letter from your owner or CEO. 3. Follow the same communication program during the summer to help reduce ozone air pollution as well as fine particle pollution. | <ol style="list-style-type: none"> 1. Notify all employees of Clean Air Action Days and recommend ways they can reduce fine particle and ozone air pollution at home. 2. Post notices in public areas to advise your customers about the actions your firm is taking for Clean Air Action Days. |