



Title:	Spill Kit for City Vehicles and Equipment
Effective Date:	2026 January 06
Responsible Business Unit:	Climate & Environment

1. PURPOSE

- 1.1 Following this standard will result in:
 - a) Preparedness for addressing leaks and spills from vehicles and equipment; and
 - b) Reduced operational risk and impact to the environment.

2. APPLICABILITY

- 2.1 This Administration standard applies to all City of Calgary employees, except:
 - a) Calgary Housing employees; and
 - b) Calgary Police Service employees.

3. STANDARD

- 3.1 Business units operating vehicles and equipment are responsible for specifying, ordering, inspecting, maintaining and replenishing the spill kits.
- 3.2 Employees with vehicle & equipment acquisition responsibilities will commission new vehicles and equipment with a spill kit specified by the receiving business unit.
- 3.3 Vehicle and equipment operators are responsible for:
 - a) Following business unit instruction on using, inspecting, maintaining and replenishing the spill kits; and
 - b) Ensuring the spill kit remains mounted on or stored in the vehicle or equipment when not in use.
- 3.4 The Fleet & Inventory business unit will stock pre-assembled spill kits in Corporate Inventory outlined in the Vehicle & Equipment Spill Kit Specification based on the minimum and maximum inventory levels specified by business units.
- 3.5 The Climate & Environment business unit is responsible for providing guidance for implementation.

4. CONSEQUENCES OF NON-COMPLIANCE

- 4.1 Employees who fail to adhere to this Administration standard and any associated policies and procedures may be subject to corrective action, including dismissal from employment, in accordance with the *Labour Relations standard*, the *Exempt Staff policy* and associated *Regulations* or the specified terms outlined in their employment contract.

5. DEFINITIONS

5.1 In this Administration standard:

- a) **Employee** means any person employed by The City and reporting to a City of Calgary business unit, department, the Office of the Chief Administrative Officer, the Office of the Chief Operating Officer, the Office of The Mayor, the City Auditor's Office including those working under an employment contract. It does not include any person employed by the Calgary Housing Company or the Calgary Police Service;
- b) **Equipment** means ride-on motorized equipment with hydraulics and/or fuel;
- c) **Spill kit** means spill response materials available for use during vehicle or equipment operation that is either a pre-assembled spill kit available from Corporate Inventory or assembled in-house by the Business Unit; and
- d) **Vehicle** means a vehicle commissioned by the City that has been purchased or leased from a vendor for more than 30 days designed, and used primarily for operational purposes such as carrying goods, equipment or public passengers. It does not include a vehicle used primarily for employee transportation. It does not include a vehicle used for City business that is owned by an employee or contractor.

6. ASSOCIATED GOVERNANCE

6.1 This Administration standard outlines requirements in support of the:

- a) Environment policy;
- b) Corporate Environmental Management System Standards; and
- c) ISO 14001 Standard for Environmental Management Systems.

7. HISTORY

Action	Date	Approval	Description
New	2026 Jan 6	Director, Climate & Environment	Creation and approval of new standard.