



OFFICE OF THE NATIONAL COMMANDER
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
MAXWELL AIR FORCE BASE, ALABAMA 36112-6332

23 July 2008

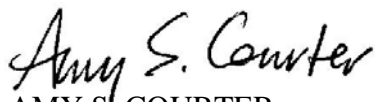
MEMORANDUM FOR CAP COMMANDERS

FROM: CAP/CC

SUBJECT: CAPR 77-1, Interim Change Letter:
Modification and Overnight Use of FEMA-sourced Travel Trailers

1. The May 2008 NEC approved a two-part motion concerning usage and modification of FEMA-sourced camper trailers. This policy letter provides instructions for implementation of the NEC policy and supplements CAP Regulation 77-1, *Operation and Maintenance of Civil Air Patrol Vehicles*, until it is revised.
2. **MODIFICATIONS.** To provide oversight of trailer modifications, region commanders shall establish a Trailer Modification Review Committee to review all proposed trailer modifications. The purpose of these committees is to prevent structural changes that will reduce the safety of trailers and ensure proposed modifications increase the ability of the trailer to support the mission of the wing or region. Under this committee's oversight, FEMA-sourced camper trailers may be modified to allow use as mobile command posts, communications units and other purposes supporting Air Force-assigned missions and exercises. However, please keep in mind that at the end of its useful life in CAP, the trailer must be restored to as close to its original condition as possible before it can be turned in to DRMO.
3. **TESTING.** The NEC policy decision also provided that overnight and extended stays in FEMA-sourced trailers are permitted if the trailer has been tested for formaldehyde and determined to fall within acceptable levels. We have chosen to adopt the American Conference of Government Industrial Hygienists (ACGIH) short-term exposure limit of 0.3 parts per million (ppm) as CAP's standard for permitting overnight stays or daily use. Short-term exposure used to establish this limit is defined as a workday. Occupational Safety and Health Administration defines a normal workday as an 8-hour day. Trailers must be tested and found to have limits below 0.3 ppm before overnight stays will be permitted. Trailers **that do not meet this standard must not be used for overnight stays or normal workdays.**
4. We have established an account with Analytics Corporation of Ashland VA for testing the FEMA-sourced trailers. Units are not required to pay for this one-time testing. Invoices will be paid by National Headquarters. Analytics Corp will send test results to National Headquarters who will then forward them to respective wing commanders. Only one test for each trailer will be provided. NHQ-provided testing is only available between 24 July 2008 and 30 September 2008. Analytics Corporation will not accept requests for testing dosimeters after 30 September 2008.

5. Tests are very time sensitive and should not be requested until certain the trailer is available for testing. Instructions are very detailed and specific and must be followed carefully to ensure accurate results. Contact Ms. Trena Stooksberry at Analytics Corporation at 1-800-888-8061, extension 5007, to order a testing badge for each trailer. Be sure to have the trailer's CAP vehicle number when ordering and clearly indicate this number on the test package when returning it to Analytics Corporation for analysis. Prior to testing, ventilation must be performed in accordance with Attachment 1.
6. Attachment 1, *Important Health Notice*, must be placed in each FEMA-sourced trailer.
7. Attachment 2, *CAP Formaldehyde Testing Field Sheet*, should be used to document testing conditions. Send a copy of Attachment 2 to NHQ/LGT, Attn: Mr. Duane Schultz. Scanned copies may be sent as attachments to an e-mail to dschultz@capnhq.gov or they may be faxed to 334-953-1668. Please be sure to include contact information for the person who conducted the test.
8. Smoking is prohibited inside all CAP camper trailers. A "No smoking" sign must be prominently displayed near the entrance to each trailer.
9. Anyone experiencing symptoms of formaldehyde exposure (i.e., eye, nose or throat irritation, headache, nausea and a variety of asthma-like symptoms including shortness of breath) in one of these trailers should not enter any trailers during the performance of their duties.
10. Wings who no longer require the use of one of these trailers should notify Mr. K.C. Jones, CAP NHQ/LGS, at kjones@capnh.gov to request turn in instructions.
11. This supersedes my 16 Feb 08 Interim Change Letter to CAPR 77-1, *CAP Camper Trailer Safety Precautions*. This Interim Change Letter will remain in effect until incorporated in CAPR 77-1. Post a copy of the trailer test results with the ventilation instructions.
12. If you have any questions please contact Mr. Johnny Dean at jdean@capnhq.gov.



AMY S. COURTER
Brigadier General, CAP
Interim National Commander

Attachments:

1. Important Health Notice
2. CAP Formaldehyde Testing Field Sheet



IMPORTANT HEALTH NOTICE **Trailer Ventilation Procedures**

By order of the National Commander, CAP, a copy of these procedures are required to be followed and prominently posted in each CAP camper trailer.

Some of the building materials in this camper or mobile home may emit formaldehyde gas. Eye, nose, and throat irritation, headache, nausea, and a variety of asthma-like symptoms, including shortness of breath, have been reported as a result of formaldehyde exposure. Elderly persons and young children, as well as anyone with a history of asthma, allergies, or lung problems, may be at greater risk. Persons experiencing symptoms of formaldehyde exposure should exit this trailer immediately and seek the assistance of medical personnel.

Although reduced ventilation, high temperatures, and high humidity can all raise formaldehyde levels the following steps shall be followed prior to use of this trailer:

1. After more than two weeks of storage or non-use, open the windows and doors of the unit and use fans to force stale air out and bring fresh air in, for a minimum of four (4) days. Open cabinet doors, drawers, closets, etc to maximize exposure of all potential formaldehyde emitting surfaces to fresh air.
2. During use, maintain increased ventilation throughout the trailer.
 - Open windows and doors of the unit and continue to use fans to force stale air out and bring fresh air in.
 - Keep indoor temperatures cool through the use of an air conditioner. Heat causes increased out-gassing of formaldehyde.
 - Keep humidity low by use of a dehumidifier. Humidity causes formaldehyde to release more fumes. Relative humidity of about 40%-50% is considered optimum.
 - Smoking is prohibited inside this trailer. Tobacco smoking releases additional formaldehyde and other toxic chemicals.
3. Overnight stays are prohibited unless this trailer has been tested and determined to have less than 0.3 ppm of formaldehyde in the atmosphere. Overnight stays in this trailer are permitted only if test results are posted with this notice.

Additional information on formaldehyde can be obtained via the internet at:

<http://www.fema.gov/news/newsrelease.fema?id=36010>

CAP Formaldehyde Testing Field Sheet

CAP TRAILER ID NUMBER: _____

TEST DATE: _____ DOSIMETER BADGE NO. _____

TRAILER LOCATION AT TIME TESTED: _____

I. Location of Sample

TRAILER SAMPLED: _____

NAME OF SAMPLER: _____

DESCRIPTION OF SAMPLING SITE: _____

II. TEST DATA

TIME TEST STARTED: _____

TIME TEST STOPPED: _____

TOTAL MINUTES OF TEST PERIOD: _____ (MINUTES)

III. LABORATORY DATA

DATE OF LABORATORY TEST REPORT: _____

IV. TEST RESULTS

EXPOSURE OF BADGE TO FORMALDEHYDE IN PPM: _____