

## Cabin Air Quality SOF Checklist

1. **IDENTIFY** quickly where the odor is coming from (air vents, galley, oven, Lav, row).  
If no passengers are onboard, step off the airplane for fresh air.
2. **NOTIFY** pilots with
  - **Where** the odor is.  
(air vents, fwd, mid, aft, galley, row, oven, lav)
  - **What** the odor smells like.  
(musty, dirty, chemical, burning, rotten)
  - **When** it became noticeable.  
(gate, taxi, climb, cruise, descent, arrival)
  - **Why** are you concerned.
  - (symptoms, passenger complaint, visual concern)
3. **ADVISE** by contacting the IOC at [682-315-7070](tel:682-315-7070).  
Let them know if you are experiencing symptoms consistent with air contamination, inhalation, exposure, or injury along with Flight # and where the event occurred.
4. **SEEK** immediate medical treatment if you have symptoms at the nearest hospital at a hospital equipped to administer an arterial blood draw to detect carbon monoxide exposure, administer oxygen for respiratory effects, take your vitals, and do a neurological test, and follow-up visits by a physician,
5. **INFORM** the hospital at check-in, you need to be seen immediately for exposure by inhalation to toxic chemicals in engine oil/hydraulic fluid/deicing fluid leaking in through the air circulation system of the airplane. *Click here for Medical Information Sheet*).  
Hospital arrival support may be helpful by contacting MedAire by calling 877-346-9174 / 1-480-333-3801. Please inform APFA Safety and Security notification system for assistance at [817-357-8786](tel:817-357-8786)
6. **FILE** an IOD 1-844-777-8463 or click here [IOD - APFA](#) to review the APFA IOD Packet in the state you are based for specific filing directions.
7. **DOCUMENT** the event with a CERS report under the topic of 'Fire/Smoke/Fumes/Odor' and with a Cabin ASAP (Aviation Safety Action Program) Report under 'General or Specific Cabin Safety Concern > Fire/ Smoke/ Odor.' Assistance when filling out the APFA SOF Report Form is available with the Safety and Security Rep on Duty at 1-817-540-0108 EXT 1,4,1,1 or [safety@apfa.org](mailto:safety@apfa.org). Support is available with EAP, call 1-833-214-