



Dog Is My CoPilot

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www.dogcopilot.org
POB 3399 Jackson, Wyoming 83001

Memorandum of Understanding Source Partner

This Memorandum of Understanding (MOU) is made as of the date indicated with signatures herein by and between Dog Is My CoPilot, Inc, P.O. Box 3399, Jackson WY 83001 and _____. The purpose of the MOU is to ensure clear understanding of the protocols in place all parties involved in the transfer of animals.

Organization Roles

Dog Is My CoPilot Mission: is a 501c3 that provides communities that struggle with pet overpopulation a fully funded service to transport adoptable animals to areas where demand for pets is greater. We provide our services at no cost to our partners. We are based in Jackson, Wyoming and fly in the Western regions of the United States.

Group Mission:

Purpose of Program

The objective of our program is to provide air transport services at no cost to our partners in a meaningful collaboration to increase lifesaving.

Guidelines

These guidelines are agreed upon by Dog Is My CoPilot and _____.

Dog Is My CoPilot will:

- Communicate regularly to discuss capacity, intake schedules, transportation and animals.
- Cover transport cost.
- Work with source shelter to meet the prescribed transfer protocols, a current version of the protocols is attached as Appendix A. Protocols may be modified during the relationship with source shelters as needed and may be adjusted on a case by case need.
- Plan for each transport will be discussed, including a date and time for transport and the approximate number of animals.
- Meet any additional state importation requirements.
- Work to secure proper paperwork from source communities, recognizing the reason assistance is needed in the first place and work to help elevate procedures as needed.
- Assign a point of contact for the relationship.
- Use positive language when speaking about the relationship and the source community partner involved.
- Work with all partners to routinely celebrate the program via communications and media.

_____ will:

- Ensure that the source and destination agencies establish a solid working relationship, both for philosophical alignment and ongoing communication. Your agency should have general agreement about the types of medical and behavioral evaluations that are important to each organization.



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- Communicate directly with receiving organization for any additional partnership requirements between the source and destination partners.
- Accept Dog Is My CoPilot transfer protocol (Appendix A) and advise Dog Is My CoPilot of specific state requirements for animal transport.
- Use positive language when speaking about the relationship, the source community and Dog Is My CoPilot.
- Assign a point of contact for the relationship.
- Work with Dog Is My CoPilot to routinely celebrate the program via communications and media.

_____ will attest to the following:

- Our agencies is registered 501(c)(3) or is a municipal agency dealing with animal control.
- All participants must be committed to abiding by all local, state and federal regulations.
- Our organization is in good standing with the community we serve, the animal rescue community, and government agencies.
- Our organization will work with the Destination partner to discuss individual procedures and protocols.
- That the animals transported by DIMC and the crates in which they travel will become our property when they board the plane. At no time does DIMC take ownership of the animals or crates.
- Understand that the flying schedule is weather dependent, and schedule changes may need to be made for safety reasons.

Parties acknowledge they have read and understand the terms of this agreement.

Group representative:

_____ Date _____

Dog Is My CoPilot representative:

_____ Date _____



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Appendix A: Dog Is My CoPilot (DIMC) Transport Protocol for Source and Destination Partners:

DIMC works as a third-party entity, meaning we are an independent organization specializing in transport and we are not a sheltering agency. DIMC works with both the source and the destination agency to facilitate transport. While we are not responsible for choosing the animals that are transported, we have come up with a few guidelines to help make the most of each animal transported. DIMC will never take ownership of an animal. Each animal becomes the property of the destination when it is placed on board.

- Each group will adhere to animal transport best practice standards to ensure the safety of the animals, the pilot, and the people on the ground. Reference:
https://www.aspcapro.org/sites/default/files/webinar_slides_Transport%20Best%20Practices_1_12-07-16.pdf

Administrative Requirements:

1. There should be a designated coordinator at both ends of the transport; this is essential. The role of the coordinator is to:
 - Organize timing, number, and types of animals being transported
 - Evaluate any health or behavior considerations
 - Maintain good communication between the agencies
 - Timely provide DIMC with the required paperwork
2. Source and destination agencies should establish a solid working relationship, both for philosophical alignment and ongoing communication. The agencies should have general agreement about the types of medical and behavioral evaluations that are important to each organization.
3. *Regulations for companion animal transport are always subject to change. Each participating group must comply with their own local, state or federal statutes that may apply to that individual organization.*

Required Paperwork:

1. Source and Destination groups are required to fill out the DIMC MOU
2. Records must be shipped with the animals (handed off to the pilot) or sent to the receiving group prior to animals being boarded. These should be kept together in folder. Records should include:
 - Health certificate; signed by a veterinarian and sent to DIMC transport coordinator prior to animals boarding flight
 - Intake form including vaccinations; only needed for receiving partner
 - All medical & behavioral records; only needed for receiving partner



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Basic, minimum standards for animals transported:

1. Public health is of primary concern in transport programs. The following medical considerations should be in place prior to transport; vaccines should be done on intake and in compliance with appropriate vaccine handling protocols.
 - Rabies vaccinations should be administered by a licensed veterinarian for all animals 16 weeks or older, or in compliance with state standards for the source agency, unless contraindicated for health reasons.
 - Conduct a visual exam to rule out the existence of bite wounds, open sores/wounds, runny eyes or runny nose, kennel cough, diarrhea, dermatitis or lethargy.
 - If an animal has recently been spayed or neutered, there has been other surgery, or he/she is recuperating from other medical treatment, the animal should have at least 48 hours of recovery time before transport. Surgery other than spay/neuter is not recommended prior to transport.
 - Each animal has a valid health certificate signed by a licensed veterinarian. Some states require health certificates signed by a USDA licensed veterinarian. Please check with your local area & state for guidance.
2. Young animals should be at least eight weeks old at time of transport unless they are being sent with their mother.
3. Each animal should pass the minimum behavior requirements; transported animals should not exhibit aggression.
4. Animals with known contagious or communicable diseases are not eligible for transport
5. All animals must be sterilized either by the source agency if possible or by the destination agency prior to adoption.
 - Reference: <https://www.parsemusfoundation.org/projects/ovary-sparing-spray>
 - Reference: <http://bestfriends.org/our-work/spay-and-neuter-education>

Rescue flight Details:

1. Watch our helpful tips videos: <http://dogcopilot.org/helpful>
2. Be very familiar with airport/Fixed Base Operator (FBO) information and address provided by DIMC transport coordinator prior to the flight
3. Rescue Coordinators will meet Pilot Peter on the tarmac to help load or unload animals; DIMC tail #N307PR.
4. Day of transport contact will have a cell phone with text ability and be constantly available for updates.
5. All groups are required to arrive to the airport at the designated time found on flight itinerary.
6. Animals will arrive to the airport in crates at designated load time
7. Please bring along at least four shelter staff/volunteers that will help to load or unload crates; source shelter will require more personnel please consult with DIMC flight coordinator
8. Withdraw food the night before transport; animals must fly on empty stomach for their comfort and safety unless they nursing mothers, puppies or kittens under 12 weeks of age
9. Young animals should be fed a small meal or snack the morning of or as directed by veterinarian



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10. There must be appropriate identification on each animal and his/her carrier during transport; please see crate information below for more details.

Crates:

1. Day before flight, Coordinator contact all personnel and ensure that they have the appropriate crates for the animals
2. Animals should be transported in separate enclosures (except in the case of litters or kennel mates) with solid, leak-proof bottoms and adequate absorbent bedding. Animals should be able to comfortably stand up, lie down and turn around.
3. Arrive with all your animals already IN CRATES
4. No Wire crates allowed
5. Use zip ties to secure crates and on Kennel door
6. Coordinator should bring extra, smaller sized crates in the chance of downsizing at the airport if needed
7. The animals transported by DIMC and the crates in which they travel will become the property of the Destination Organization when they board the plane. At no time does DIMC take ownership of the animals or crates
8. Frozen cups of ice may be used and placed in the back of the kennel
9. At arrival receiving organization will have food and water available for the animals.
10. All crates used by animals must be taken by receiving organization; we do not keep any crates on board that have transported animals in that day
11. Receiving organizations will bring clean and broken-down kennels at pick to recirculate for next group

Labeling of Crates:

1. Crates must be clearly labeled with the following information securely attached to the FRONT of each kennel:
 - o Animal Name and/or Identification Number
 - o Destination Airport Code (provided on flight itinerary)
 - o Destination Group Name
2. If the source group is sending to multiple destination organizations; Color coding tags per airport stop will be required. Consult with DIMC transport coordinator for more details
3. Example of kennel tag we recommend using:
 - o https://www.amazon.com/gp/product/B00K6EISPO/ref=oh_aui_detailpage_o05_s00?ie=UTF8&psc=1

I have read and agree to comply with the information above.

Group representative:

_____ Date _____