



DIMC Pre-Flight Checklist

NOTE: ALL items must be checked-off in order to fulfill flight requirements. Failure to meet the pre-flight requirements may result in an animal not being transported.

✓	Item
	<p>1. Send to Kara:</p> <ul style="list-style-type: none"> • MOU form if not already filled out: https://dogcopilot.org/new-partner/ • Names and contact info (cell phone) for “day of” rescue/transport coordinators • Health Certificate for each animal 1 day prior to flight
	<p>2. Crates:</p> <ul style="list-style-type: none"> • Day before flight, Coordinator contact all personnel and ensure that they have the appropriate crates for the animals • DO NOT put small animals in large crates; cats and small dogs must be in small crates • Arrive with your animals in CRATES • No Wire Crates • Use Zip Ties to secure Crates • Nursing moms with babies, kennel mates, or house mates can be in the same crate • Coordinator should bring extra, smaller sized crates in the chance of down sizing at the airport if needed • Count number of crates per receiving group and put on medical paperwork envelope • Crate capacity examples: https://dogcopilot.org/wp-content/uploads/2021/03/Table-of-Example-Plane-Crate-Capacity-02_01_2021.pdf
	<p>3. Labeling</p> <ul style="list-style-type: none"> • Crates must be Clearly labeled with ANIMAL NAME/ID, DESTINATION AIRPORT CODE, and DESTINATION Group Name (airport code found on flight itinerary) • Attach this information to a color-coded tag fastened to the front of the kennel • Color code with airport drop off with receiving groups (Kara will provide this) • No extra paperwork taped to kennel; must be provided in envelope handed to pilot
	<p>4. Schedule</p> <ul style="list-style-type: none"> • Arrive ONTIME! Refer to flight itinerary for time • Day before flight, Coordinator notify all personnel of scheduled loading time and time to arrive with animal at airport (30 minutes prior to scheduled loading time)
	<p>5. Paperwork</p> <ul style="list-style-type: none"> • Provide an envelope for destination group with health certs for each animal and any medical records; hand this to Pilot Peter • Put: receiving group name, corresponding airport code + number of crates per group on front of envelope • Each animal transported is required to have a health certificate signed by a veterinarian; this must be sent via email to Kara the day before the flight
	<p>6. Feeding</p> <ul style="list-style-type: none"> • No food after midnight before transport; this is for their own comfort and safety. For puppies or kittens under 12 weeks of age please provide canned wet food
	<p>7. DIMC Executive Director/Trip Coordinator Info:</p> <ul style="list-style-type: none"> • Kara Pollard: cell phone: 307-359-5452 email: kara@dogcopilot.org • DIMC Plane tail #N307PR – you will meet Pilot Peter on the Tarmac for loading or unloading