



Dog Is My CoPilot **Pre-Flight Checklist**

✓	Item
	<p>1. Send to Lynette/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, size all animals to crates and ensure you have the correct sizes● Size appropriately so animal can stand up, turn around and lay down● No Wire Crates● Use Zip Ties to secure Crates after animals are loaded and also around crates● Nursing moms with babies, kennel mates or house mates can be in the same crate ● Animals must be able to comfortably stand up, lie down, and turn around.● Coordinator should bring extra, smaller sized crates in the chance of downsizing at the airport if needed● Morning of flight: Count number of crates per receiving group and put on medical paperwork envelope● Crate/size capacity examples: https://dogcopilot.org/wp-content/uploads/2022/04/Crate_Capacity_April_2022.pdf● No more than four dogs or cats, 8 weeks of age and older that are comparable size, may be transported in same kennel.
	<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 kennel tags per airport drop off (information will be provided to you)● 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 ON-TIME and with your animals ready in crates! Refer to flight itinerary for time● Receiving partners: make sure to have at least 2 volunteer/staff pick up animals● Each airport will have their own regulations (i.e. transport to/from plane) so be familiar with them before the flight departure and arrival. Discuss these procedures with Dog Is My CoPilot flight coordinator for further instructions
	<p>5. Documentation</p> <ul style="list-style-type: none">● Transported animals will be identified with a collar and tag, tape collar, or other definitive means of external physical identification that will tie back to the animals’ individual records.



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	<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● 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/water</p> <ul style="list-style-type: none">● Air transport does not allow frequent stops for walking, feeding, or providing water.● For dogs/cats 16 weeks or older, no food after midnight before transport● Dogs and Cats under 16 weeks prepare and place slurry in a dish, consisting of canned cat food and water to prevent the kittens from getting hypoglycemia. A small meal prior to loading is OK.● You may offer water to dogs and cats prior to loading in kennel
	<p>7. DIMC Trip Coordinator Info:</p> <ul style="list-style-type: none">● Lynette Duford, Rescue Flight Coordinator 307-413-2166● Kara Pollard, Executive Director 307-359-5452● DIMC Plane tail number: refer to flight itinerary – you will meet plane directly on the tarmac for loading or unloading