



Dog Is My CoPilot Pre-Flight Checklist

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	<p>1. Send to Rescue Flight Coordinator:</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
	<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 • After animals are loaded into crates, use Zip Ties to secure entire distance around the crate, including doors. • 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 <u>2 puppies per crate</u>, 8 weeks of age or older, that are of comparable size, may be transported together • No more than <u>4 kittens per crate</u>, 8 weeks of age or older, may be transported together • We recommend adults cats be transported separately • Absorbent bedding should be provided with consideration to ambient temperature (e.g., avoid heavy blankets in the summer). •
	<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 • No extra paperwork taped to kennel; must be provided in envelope handed to pilot • Crate marked with sticker “live Animals” in letters at least 1 in high and with arrows marking the correct upright position of the crate
	<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 crate tag that will tie back to the animals’ individual records. • Provide an envelope for destination group with health certs for each animal and medical records; hand this to Pilot. • Write on front: 1. receiving group name 2. corresponding airport code 3. <u>number of crates per group</u> • Each animal transported is required to have a health certificate signed by a veterinarian; this must be sent via email to Kara and Lynette the day before the flight.
	<p>6. Feeding/water</p> <ul style="list-style-type: none"> • All animals should be offered food and water within the 4 hours preceding the flight, this should be documented on the flight manifest. • For puppies/kittens under 16 weeks of age please provide wet food inside kennel or food as directed by veterinarian
	<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



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	<ul style="list-style-type: none">• DIMC Plane tail number: refer to flight itinerary – you will meet plane directly on the tarmac for loading or unloading
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