



# Dog Is My CoPilot

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[www.dogcopilot.org](http://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 (DIMC) 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 throughout the United States.

### **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 efforts.

### **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 basis.
- 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.
- **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.

Partner will:

- Ensure that the source and destination agencies establish a solid working relationship. Each of your organizations should have general agreement about the types of medical and behavioral evaluations that are important to each group.
- 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.



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Partner will attest to the following:

- Our agency is a 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.
- The animals transported by DIMC and the crates in which they travel will become property of the destination partner 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.

By signing below, the parties acknowledge they have read and understand the terms of this agreement.  
Group 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, this document serves as a basic guideline.

### Key Transport Program Elements

The transport program operates within these parameters:

- a. Public health and safety will be the primary concerns
- b. Agencies will be registered 501-(c) (3) or municipal organizations
- c. Agencies and all their representatives will abide by all local, state and federal regulations
- d. Humane standards of care will be afforded to every animal being transported
- e. Transport Best Practices by AVMA will be utilized to establish and improve the program:  
<https://www.avma.org/sites/default/files/2020-03/AWF-TransportAdoptionBestPractices.pdf>
- f. DIMC will never take ownership of an animal. Each animal becomes the property of the destination organization when it is placed on board.

### Confirmation of the Viability of a Transport Program

Both Agencies have reviewed and confirmed the following:

- a. There should be a designated coordinator at both ends of the transport; this is essential.
- b. 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 partnering organizations with the required paperwork
- c. A strong commitment to transparent collaboration
- d. Source and destination agencies should establish a solid working relationship. The agencies should have general agreement about the types of medical and behavioral evaluations that are important to each organization.
- e. The relationship between source and destination organizations is a collaboration meant to have a positive impact on the communities of both agencies and the animals – short term and long term.
- f. 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

- a. All participating agencies are required to fill out the DIMC MOU and complete our Partnership form prior to the first flight.
- b. A physical copy of health certificates for each animal; signed by a veterinarian must be accompanied with the animals on board. Hand to the pilot in an envelope.
- c. An electronic form of the Health Cert must also be sent via email to the Rescue Flight Coordinator



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before animals are boarded.

- d. A full copy of medical and behavioral records for each animal, including health certificate, must be sent to receiving organization via email prior to flight.

## Basic minimum standards for animals transported

The following medical considerations should be in place prior to transport:

- a. Vaccines should be administered on intake and in accordance with appropriate vaccine handling protocols
- b. Rabies vaccinations should be administered by a licensed veterinarian for all animals 12 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.
- c. Test all dogs greater than 6 months of age for microfilariae and heartworm antigen
- d. Heartworm positive dogs accepted for transport must comply with the American Heartworm Society and Association of Shelter Veterinarians' and must comply with state regulations. Current recommendations for Minimizing Heartworm Transmission in Relocated Dogs available, visit:
- e. [https://www.heartwormsociety.org/images/A-News/SKO\\_Transport\\_Guidelines\\_for\\_Web\\_G.pdf](https://www.heartwormsociety.org/images/A-News/SKO_Transport_Guidelines_for_Web_G.pdf)
- f. 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.
- g. 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.

The following animal transport guidelines should be followed:

- a. Animals should be at least 8 weeks old at time of transport unless they are being sent with their mother
- b. 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.
- c. Animals should be able to comfortably stand up, lie down and turn around.
- d. No more than 2 puppies per crate, 8 weeks of age or older, that are of comparable size, may be transported together
- e. No more than 4 kittens per crate, 8 weeks of age or older, may be transported together
- f. Each animal should pass the minimum behavior requirements; transported animals should not exhibit aggression.
- g. Animals with known contagious or communicable diseases are not eligible for transport
- h. All animals should be offered food and water within the 4 hours preceding the flight, this should be documented on the flight manifest.
- i. For puppies or kittens under 16 weeks of age please provide canned wet food inside kennel or a small meal the morning of flight or as directed by veterinarian



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- j. All animals must be sterilized either by the source agency if possible or by the destination agency prior to adoption.
- k. Identifying litters of puppies/kittens; use a collar form of identification suggestions are: Whelping collars

## Rescue flight Details

- a. Visit our new partner page: <https://dogcopilot.org/new-partner/>
- b. Be very familiar with airport/Fixed Base Operator (FBO) information and address provided by DIMC transport coordinator prior to the flight
- c. Rescue Coordinators will meet Pilot on the tarmac to help load or unload animals; DIMC tail #N307PR & N515PE.
- d. Day of transport contact will have a cell phone with text ability and be constantly available for updates.
- e. All groups are required to arrive to the airport at the designated time found on flight itinerary.
- f. Animals will arrive to the airport in crates at designated load time
- g. Please bring along at least 2-6 shelter staff/volunteers that will help to load or unload crates; source shelter will require more personnel please consult with DIMC flight coordinator
- h. There must be appropriate identification on each animal and his/her carrier during transport; please see crate information below for more details.

## Crates

- a. Day before flight, Coordinator ensure there are appropriate crates for the animals
- b. Arrive with all your animals already IN CRATES
- c. No Wire crates allowed
- d. Use zip ties to secure crates on all sides and on kennel door after loading to securely fasten crate
- e. All crates should have a "Live Animals" sticker with arrows to indicate upright position of enclosures; these will be provided by DIMC
- f. Coordinator should bring extra, smaller sized crates in the chance of downsizing at the airport if needed
- g. 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
- h. At arrival receiving organization will have food and water available for the animals.
- i. 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
- j. Receiving organizations will bring clean and broken-down kennels at pick to recirculate for next group

## Labeling of Crates

- a. Crates must be clearly labeled with the following information securely attached to the FRONT of each kennel:
  - Animal Name and/or Identification Number
  - Destination Airport Code (provided on flight itinerary)
  - Destination Group Name
- b. 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



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- c. Example of kennel tag we recommend using:
  - o [https://www.amazon.com/gp/product/Book6EISPO/ref=oh\\_aui\\_detailpage\\_005\\_soo?ie=UTF8&psc=1](https://www.amazon.com/gp/product/Book6EISPO/ref=oh_aui_detailpage_005_soo?ie=UTF8&psc=1)

By signing below, I have read and agree to comply with the information above.

Group representative:

\_\_\_\_\_

Date\_\_\_\_\_