

## 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 this MOU is to establish a clear understanding of the protocols in place for all parties involved in the transfer of animals.

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### Organization Roles

**Dog Is My CoPilot Mission:** Dog Is My CoPilot is a 501(c)(3) organization providing communities struggling with pet overpopulation a fully funded service to transport adoptable animals to areas where demand for pets is greater. Our services are offered at no cost to our partners. We are based in Jackson, Wyoming, and operate in the Western United States.

### Group Mission:

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### Purpose of Program

The objective of this program is to provide air transport services at no cost to our partners, fostering meaningful collaboration to increase lifesaving efforts.

### Guidelines

The following guidelines are agreed upon by Dog Is My CoPilot and \_\_\_\_\_ :

### Dog Is My CoPilot Responsibilities:

- Communicate regularly to coordinate capacity, intake schedules, transportation, and animals.
- Cover all transport costs.
- Work with source shelters to adhere to prescribed transfer protocols (Appendix A). Protocols may be modified as needed during the partnership and adjusted on a case-by-case basis.
- Discuss and plan each transport, including date, time, and the approximate number of animals.
- Meet any additional state importation requirements.
- Secure proper paperwork from source communities while recognizing the need to elevate procedures as necessary.
- Assign a dedicated point of contact for the relationship.
- Use positive language when referring to the partnership and the source community partners.
- Collaborate with partners to celebrate the program through communications and media.

### Group Responsibilities:

- Ensure a solid working relationship between source and destination agencies, focusing on philosophical alignment and ongoing communication.
- Communicate directly with the receiving organization for any additional partnership requirements between source and destination partners.
- Accept Dog Is My CoPilot transfer protocols (Appendix A) and advise of specific state requirements for animal transport.
- Use positive language when referring to the partnership, the source community, and Dog Is My CoPilot.
- Assign a dedicated point of contact for the relationship.
- Collaborate with Dog Is My CoPilot to celebrate the program through communications and media.



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**Group Attests:**

- The agency is a registered 501(c)(3) or a municipal agency managing animal control.
- All participants commit to adhering to local, state, and federal regulations.
- The organization is in good standing with the community, the animal rescue community, and government agencies.
- The organization will work with the destination partner to discuss individual procedures and protocols.
- Animals transported by Dog Is My CoPilot, along with their crates, become the property of the destination organization upon boarding the plane. Dog Is My CoPilot does not take ownership of the animals or crates at any time.
- The flying schedule is weather-dependent, and changes may be necessary for safety reasons.

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**Signatures**

By signing below, the parties acknowledge they have read and understand the terms of this agreement.

**Group Representative:**

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Date: \_\_\_\_\_

**Dog Is My CoPilot Representative:**

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Date: \_\_\_\_\_



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

Dog Is My CoPilot (DIMC) operates as an independent organization specializing in transport services. We are not a sheltering agency. DIMC collaborates with both source and destination agencies to facilitate animal transports (by air) but does not select the animals for transport. DIMC does not take ownership of animals; they become the property of the destination agency upon boarding the aircraft.

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### General Guidelines

- All partners must adhere to animal transport best practices to ensure the safety of animals, pilots, and ground personnel.
- Reference materials:
  - [SAWA Companion Animal Transport Best Practices](#)
  - [AVMA Transport Best Practices](#)

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### Administrative Requirements

1. **Designated Coordinators:** Each transport must have a designated coordinator at both the source and destination. Their responsibilities include:
  - Organizing timing, number, and types of animals for transport.
  - Evaluating health and behavioral considerations.
  - Maintaining communication between agencies.
  - Providing required paperwork to DIMC promptly.
2. **Inter-Agency Collaboration:** Source and destination agencies should establish a solid working relationship, ensuring philosophical alignment and clear communication. Both agencies must agree on medical and behavioral evaluation standards.
3. **Regulatory Compliance:** All participating groups must adhere to applicable local, state, and federal regulations for companion animal transport.
4. **Community Impact:** Partnerships should have a positive impact on both communities and animals in the short and long term.

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### Required Paperwork

1. Both source and destination groups must complete the DIMC Memorandum of Understanding (MOU) and have a current partnership form submitted.
2. Animal records must accompany the transport and include:
  - Health certificates signed by a licensed veterinarian (also sent to DIMC before transport).
  - Intake forms, including vaccination records (for the receiving partner); option to send electronically.
  - All medical and behavioral records (for the receiving partner); option to send electronically.

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### Medical Standards for Transported Animals

1. **Vaccinations:**
  - Rabies vaccinations administered by a licensed veterinarian for animals 12 weeks or older, unless contraindicated.
  - Follow [The Association for Animal Welfare Advancement vaccination guidelines](#).
2. **Health Evaluation:**
  - Conduct visual exams to rule out conditions such as bite wounds, open sores, kennel cough, diarrhea, or lethargy.
  - Animals recovering from surgery or medical treatment must have at least 48 hours of recovery before transport.



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- Animals with known contagious or communicable disease are not eligible for transport
  - 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 [here](#).
3. **Sterilization:** All animals must be sterilized either before transport (preferred) or by the destination agency.
4. **Transport Readiness:**
- Animals under 16 weeks old must receive a small meal or snack on the day of transport.
  - Animals 16 weeks or older should not be fed after midnight before transport.
  - Young animals should be at least eight weeks old at time of transport unless they are being sent with their mother.
  - Animals should be transported in separate enclosures (except in the case of litters or kennel mates)
  - No more than 2 puppies per crate, 8 weeks of age and older, that are comparable size, may be transported in same kennel (exceptions can be discussed on a case-by-case basis).
  - No more than 4 kittens per crate, 8 weeks of age or older, that are comparable size, may be transported in same kennel (exceptions can be discussed on a case-by-case basis).

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### Rescue Flight Details

1. Familiarize yourself with airport and Fixed Base Operator (FBO) details provided by DIMC.
2. Designate a contact person with a cell phone for day-of-transport updates.
3. Arrive on time as indicated on the flight itinerary.
4. Source and destination organizations should provide adequate personnel for crate loading/unloading as directed by the flight coordinator with DIMC
5. Ensure proper animal identification on crates (see crate labeling requirements below).

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### Crates

1. Animals must arrive at the airport already in secure plastic vari kennels (no wire crates).
2. Crates must:
  - Have solid, leak-proof bottoms with absorbent bedding.
  - Be secured with zip ties.
  - Allow animals to stand, lie down, and turn around comfortably.
  - All crates should have a "Live Animals" sticker with arrows to indicate upright position of enclosures.
3. Frozen cups of water can be placed in the back of kennels for hydration.
4. Receiving organizations are responsible for food and water upon animal arrival.
5. Receiving organizations must bring clean, broken-down kennels for future transports. The crates the animals arrive stay with the receiving destination group
6. Source shelter coordinator should bring extra, smaller sized crates in the chance of downsizing at the airport if needed

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### Crate Labeling

Crates must have labels securely attached to the front, including:

- Animal name and/or identification number.
- Destination airport code.
- Destination group name.

For multi-destination transports, [use color-coded tags as directed by DIMC](#).



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By signing below, I confirm that I have read and agree to comply with the transport protocol outlined above.

**Group Representative:**

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Date: \_\_\_\_\_



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