

Dog Is My CoPilot Pre-Flight Checklist

1. Pre-Flight Information

- **MOU Form:** Ensure the MOU form is completed if not already submitted. Access the form here: [Dog Is My CoPilot New Partner Form](#).
 - **Contact Information:** Provide names and cell phone numbers for “day-of” rescue/transport coordinators.
 - **Health Certificates:** Submit a health certificate for each animal at least one day prior to the flight.
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2. Crates

- **Sizing and Preparation:**
 - Size all animals appropriately to their crates the day before the flight.
 - Animals must be able to stand up, turn around, and lie down comfortably.
 - No wire crates allowed.
 - Use zip ties to secure crate door after loading animals and around the crates for added security.
 - Place an absorbable pad in each kennel.
 - **Special Cases:**
 - Nursing moms with babies and up to 2 kennel mates, can share a crate.
 - **Additional Preparation:**
 - Bring extra, smaller-sized crates in case downsizing is needed at the airport.
 - Count the number of crates per receiving group and note this on the medical paperwork envelope.
 - **Capacity Examples:** Refer to crate size and capacity examples [here](#).
 - **Limitations:**
 - 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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3. Labeling

- **Required Information:**
 - Each crate must be clearly labeled with:
 - Animal Name/ID
 - Destination Airport Code (found on the flight itinerary)
 - Destination Group Name
 - **Color-Coded Tags:** Attach this information to a color-coded tag fastened to the front of the crate. Tags should correspond to airport drop-off locations. For multi-destination transports, [use color-coded tags as directed by DIMC](#).
 - **Prohibited:** Do not tape additional paperwork to crates; all paperwork must be placed in the envelope handed to the pilot.
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4. Schedule

- Arrive on time with all animals ready in their crates. Refer to the flight itinerary for exact times.
 - Source shelter must have enough staff and volunteers to efficiently load the plane (8-10 people). Discuss with flight coordinator the number of people needed.
 - Receiving partners must have a minimum of two volunteers or staff members who are willing and physically able to lift heavy crates. Please note more people will be needed if taking more than 5 crates of animals refer to flight coordinator to discuss.
 - Familiarize yourself with airport regulations (e.g., transport to/from the plane) and coordinate with the DIMC flight coordinator for specific instructions.
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5. Documentation

- **Identification:** when possible transported animals should have external physical identification (e.g., tape collar) tied back to their individual records.
 - **Paperwork:**
 - Provide an envelope containing health certificates for each animal and any medical records. Hand this to the pilot.
 - Write the following on the envelope:
 - Receiving group name.
 - Corresponding airport code.
 - Number of crates per group.
 - **Health Certificates:** Each animal must have a health certificate signed by a veterinarian. Email these to the DIMC flight coordinator before animals depart.
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6. Feeding and Water

- **General Guidelines:**
 - No food for dogs/cats 16 weeks or older after midnight before transport.
 - Air transport does not allow frequent stops for walking, feeding, or watering.
 - **Animals Under 16 Weeks:**
 - Prepare a slurry (canned cat food mixed with water) in a dish to prevent hypoglycemia in kittens.
 - A small meal before loading is acceptable.
 - **Water:** It is appropriate to offer water up to four hours of prior to departure.
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7. DIMC Flight Coordinator Information

- **Lynette Duford, Flight Coordinator:** 307-413-2166
- **Kara Pollard, Executive Director:** 307-359-5452
- **DIMC Plane Tail Number:** Refer to the flight itinerary for tail number details. You will meet the plane directly on the tarmac for loading or unloading.

