



Dog Is My CoPilot

Dog Is My CoPilot – Pre-Flight Partner Checklist

1. Pre-Flight Information

- MOU and Dog Is My CoPilot partner application completed and submitted to DIMC.
- Day-of contact names and cell numbers provided
- Health certificates submitted via email before the flight departs

2. Crates & Preparation

- Animals properly sized to crates (stand, turn, lie down comfortably)
- Plastic kennels only (no wire crates) – with zip ties securely fastened all around
- Absorbent pad or towel placed in each kennel
- Crate doors on both sides secured with zip ties
- Extra pre assembled crates brought to airport if needed to resize the morning at loading
- Non nursing puppies up to the age of 16 weeks can travel in pairs, sometimes up to 3 in the same crate.** Exceptions may be approved on a case-by-case basis in coordination with DIMC.
- Non-nursing kittens up to the age of 16 weeks can travel in 4 kittens** per crate. Exceptions may be approved on a case-by-case basis in coordination with DIMC.
- Note: Dogs and Cats over 16 weeks should travel in single carriers, exceptions need to be approved with the DIMC team.

3. Crate Labeling

- Crate tags should be Color-coded by airport and securely attached to the front of kennel doors. Labels should include: animal ID/name, destination airport code, and destination group.
- No paperwork taped to crates
- Crates should have a “Live Animals” sticker with arrows to indicate upright position of enclosures.

4. Schedule & Staffing

- Arrive at the scheduled times per communication by flight coordinator
- Organize an adequate number of staff/volunteers for loading and unloading. Note, for source partners plan for 8-10 staff/volunteers to load the aircraft. Receiving partners plan for at least 2 physically able staff/volunteers; more are needed for 5+ crates getting off per group
- Airport/FBO procedures reviewed with DIMC flight coordinator

5. Documentation

- Medical paperwork envelope prepared and labeled with receiving group name, corresponding airport code, and number of crates for that group
- Printed and signed health certificates should be placed on board in medical paperwork envelope
- Electronic copies emailed to flight coordinator prior to departure
- All other medical and behavioral notes, if not printed, should be electronically sent to receiving partner

6. Feeding & Water

- Animals under 16 weeks should receive a small meal or snack on the day of transport
- Animals 16 weeks or older should not be fed after midnight before transport
- Water offered up to four hours prior to departure
- A frozen slurry prepared for puppies and kittens under 16 weeks placed inside kennel is ok
- Note: Air transport does not allow frequent stops for feeding or watering

7. DIMC Contact Information (Day-of)

- Lynette Duford – Flight Coordinator Supervisor 307-413-2166
- Hannah Smith – Flight Coordinator 307-413-2240
- Aircraft Information:** Plane tail number and meeting location will be listed on the flight itinerary.
- Each group should check in at the front desk of the Fixed Based Operator (FBO) on the itinerary for their stop**
- Partners will meet the aircraft directly on the tarmac for loading or unloading unless otherwise specified