



1. LIVE ANIMAL TRANSPORTATION

A. GENERAL INFORMATION

1. The Amerijet Live Animal chapter contains general information, policies and procedures pertaining to the transporting and movement of Live Animals that adhere to the IATA Live Animal Regulations (LAR) manual. The guidance provided safeguards the handling and transporting of live animals in a safe, healthy and humane condition. Many factors to consider prior to shipping an animal via air. Shippers and Carrier BOTH have responsibilities that adequate to the welfare of the animal while in-transition of planning the movement of an animal, this includes many regulatory requirements that must be met and abide by prior to any acceptance of an animal. This section will discuss throughout its chapters the various conditions, restrictions, variations and prohibited measures the airline follows to monitor the handling, processing and transporting of any animal.

B. SHIPPERS RESPONSIBILITY

1. Shippers are responsible for providing the information of the following items listed below, upon creating a reservation and before acceptance by the airline;
 - a. Routing, Special needs
 - b. Advise gender of animal and if female in "heat"
 - c. Adhere to the carriers policies and IATA regulations
 - d. The markings and labeling of kennels must be adhered to as outlined in the LAR.
 - e. Adhere to the container requirements for transport by IATA
 - f. Provide adequate comfortability and food for those animals that do not apply under the regulations.
 - g. Feeding and water instructions must be attached to the container and also provided with the documentation that resides with the shipment.
 - h. Must state if animal is pregnant or given birth within the last 48 hours
 - i. Provide documentation of medicines provided to the animal with last dosage given, time and Date.
 - j. Shipper must address additional information regarding the carriage of animal by addressing the rule and regulations on importing/exporting, permits, health certificates and/or prohibition restrictions.
 - k. Shipper/Designee shall not present a live animal to a Carrier more than (4) hours prior to scheduled departure.

Note: Prior arrangements must be made to have the hours extended to 6 hours.
 - l. Shipper must give a 24 hour phone number that the carrier may reach in case of additional information is needed or instructions are to be provided for possible emergency situations that may occur. Accompany AWB should have the 24 hour phone number written on it.
 - m. Shipper is responsible for the appearance of the animal and health condition making it safe for travel.
 - n. Shipper arranges if one or more carriers are involved in the movement of the animal. Shipper must assure consignee is aware of the final destination for delivery.
 - o. Shipper is responsible for documentation associated with the shipment
 - p. Shipper is responsible for the condition of the container by ensuring it meets the IATA Live Animal Regulations specifications, such as size and space adequate for the animal. In addition, affixing markings and labeling on the container.
 - q. The kennel used to transport dogs or cats must have two receptacles, which can be refilled from the outside without the need of opening the door.
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- r. The shipper of dogs or cats must confirm that the animal was fed and given water at least 4 hours prior to tendering for transport.

C. STATION RESPONSIBILITY

1. Station's responsibility is verifying the following documentation prior to acceptance;
 - a. Airway Bill
 - b. Shippers Certificate
 - c. Import/Export permits
 - d. Health Certificate
 2. Station must evaluate several elements, such as;
 - a. Animal containment (packaging)
 - b. Aircraft in use
 - c. Cargo space
 - d. Compartment ventilation
 - e. Intermediate stops and climate conditions
 - f. Intermediate stops, due to emergencies and/or diversions
 - g. Loading/offloading while addressing the animals surroundings
 - h. Possible Jump-seat attendant
 3. Station should evaluate the containers for their condition which requires the following observations;
 - a. No leakage
 - b. No escape method
 - c. Cleanliness of the container
 - d. Design of container meets the adequacy for the animal being transported
 - e. Station's responsibility on acceptance reflects the animal's condition to appear in good health and capable of traveling the airlines routing outlined until final destination.
 1. Exceptions;
 - a. Mammals that are pregnant will NOT fly unless a veterinary certificate accompanies stating the animal is fit to travel.
 - f. Station's are to provide the necessary and adequate protection from the environmental elements such as severe weather and/or other conditions addressing the animal.
 4. Station responsibility on staging (Cargo terminals/ Warehouse) of animals MUST be adhere to under regulatory requirements of (USDA) USG-05;
 - a. Proper measures must be taken to alleviate any climate-condition present that may threat the animals health and welfare
 - b. Always taken into consideration the animals, age, species, breed, overall health status and acclimation.
 - c. An animal should not be exposed to various combinations of temperature, humidity and time that may be detrimental to animal's welfare.
 - d. Animals are given shelter from sunlight, extreme heat, rain, snow and cold temperatures.
 - e. A station or shipper holding area should have sufficient air flow to allow the animals to breathe normally and be clean and sanitized. Ambient temperature refer to USG-29.
 - f. The ambient temperature of an animal holding/staging area MUST not fall under 7.2 C (45 F) or rise above 29.5 C (85 F) degrees for more than (4) hours consecutively. The area must be immediately cooled when the temperature is of 29.5 C (85 F) or higher.
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5. **Station responsibility for loading (movement to ramp)** of animals MUST be adhere to under regulatory requirements of (USDA) USG-05;
 - a. The movement of animals from staging to ramp aircraft, must not be exposed to an ambient temperature above 29.5 C (85 F) or below 7.2 C (45 F) degrees for more than 45 minutes.
 - b. Do not load animals next to each other that are considered natural enemies, allow an approximate amount of space and separation between both
 - c. Do not load animals within a close vicinity of food
 - d. Do not load animals within a close vicinity of Dangerous Goods
 - e. Do not load animals close or next to human remains
 6. **Station responsibility for animals (onboard of aircraft)**, crew will do the following to address the animals welfare and provide a suitable temperature range for the animal;
 - a. Main Deck Cargo Air Conditioning
 1. The Main Deck Temperature Selector determines which of two separate temperature control ranges will apply to the main deck temperature zones. The Main Deck Temperature Selector in the ANIMAL/NORMAL position, the FWD CAB and AFT CAB Compartment Temperature Selectors can adjust compartment temperatures within a range suitable for cargo such as live animals that require moderate temperatures.
 7. Station responsibility is directly applied to the Station's Liability when addressing Live Animal movement. **The station will not be held liable for the following;**
 - a. Any loss, damage or expense relative to the death of an animal due to natural causes
 - b. Death or any injury sustain due to the act or conduct of the animal itself, self-inflicted.
 - c. General condition of carriage as referred to on the back of the AWB, stating the station does assume any obligation to carry goods, by any particular aircraft or other means, conveyance. Station is authorized to select and to deviate from or change, the routing of said shipment although the same as stated on the AWB without the liability there of.
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2. GOVERNMENT REGULATIONS

A. GENERAL

1. The general information provide is for shippers to prepare the shipment for carriage by obtaining the necessary information (documentation) in advance.

B. VARIATIONS BY SPECIFIC COUNTRIES

1. Should be addressed by usage of the IATA Live Animal Regulations manual, under Chapter 2.

C. UNITED STATES OF AMERICA

1. The IATA Live Animal Regulation manual under Chapter 2 describes the United States Department of Agriculture (USDA) as being the regulatory agency in overseeing the live animal transport, listed below are the USG- regulations;
 - a. USG-01 through USG-50 - UNITED STATES OF AMERICA
 1. This code represent the regulations pertaining strictly to the USA for carriage of Live Animals. The USG ruling have been inserted throughout the Amerijet Live Animal manual.
 - b. EUR-01 through EUR-03 - EUROPEAN UNION (EU)
 1. This code represent the regulations pertaining strictly to the EU for carriage and movement of Live Animals, to and within the EU.

Note: You must verify each regulation requirement for its full explanation to ensure complete compliance.



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3. CARRIER REGULATIONS

A. GENERAL

1. When addressing the provisions associated with the regulations of the IATA Live Animal Regulation manual, several airlines have implemented their own specific requirements for carriage of live animals, in addition to the IATA regulatory requirements.
2. Variations by Specific Airlines are addressed in the IATA Live Animal Regulation book, under Chapter 3.

B. AMERIJET INTERNATIONAL VARIATIONS

1. No Interline transfers accepted
 2. Animals for labs not accepted
 3. No hunting trophies
 4. Embargo list; Ivory items
 5. Endangered Species
 6. Poisonous snakes not accepted
 7. Sedated animals are not accepted
 8. The following list of Brachycephalic Dog breeds (Snub Nose) and any "mix" of will not be accepted:
 - a. Affenpinscher
 - b. American Staffordshire Terrier
 - c. Boston Terrier
 - d. Boxer (all breeds)
 - e. Brussels Griffon
 - f. Bulldog (all breeds)
 - g. Mastiff (all breeds)
 - h. Bull Terrier
 - i. Chow Chow
 - j. Dogue de Bordeaux
 - k. English Toy Spaniel
 - l. Japanese Chin
 - m. Japanese Spaniel
 - n. Lhasa Apso
 - o. Pekinese
 - p. Pit Bull
 - q. Presa Canario
 - r. Pug (all breeds)
 - s. Shar Pei
 - t. Shih Tzu
 - u. Tibetan Spaniel
 - v. Bull Terrier
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- w. Cane Corso
- 9. The following list of Brachycephalic Cat breeds (Snub Nose) and any "mix" of will not be accepted:
 - a. British Shorthair
 - b. Exotic Shorthair
 - c. Himalayan Cat
 - d. Persian Cat
 - e. Scottish Fold
 - f. Burmese
- 10. Dangerous dogs accepted only in CR82 kennels:
 - a. Fila Brasileiro
 - 1. Japanese Tosa
 - 2. Dogo Argentinos
 - 3. Rottweiler
 - 4. Doberman Pinschers

Note: The list may not include all breeds, however the Airline has the final assertion to either accept or not on animals that do not appear on the list.

C. CR82 REQUIREMENTS-

- 1. Materials used:
 - a. Wood
 - b. Metal
 - c. Synthetic Materials
 - d. Weld Mesh
 - e. Wire Mesh
 - 2. Dimensions:
 - a. Must allow the animal to stand in its natural position with its head extended and the width permit it to turn and lie down comfortably.
 - 3. Frame:
 - a. Must be made of solid wood or metal parts bolted or screwed together.
 - b. Must be made so it cannot easily be damaged by constant biting, scratching at corners.
 - Note:** If weight exceeds 60kg (132lbs) with animal, then additional metal bracing must be added to the frame.
 - 4. Side and Door:
 - a. Must be made of metal or solid wood.
 - b. Front of container is to be constructed of wire weld mesh.
 - 1. The mesh must not allow the animal to protrude (extend) its nose or paw to the outside.
 - c. The front must have a sliding cover (shutter), approximately 2in. that can be raised or lowered to allow feeding and water to the animal.
 - d. Observation (2 holes, 4in. Top) and ventilation holes (1in.) spread across the shutter to all adequate ventilation, but also leave the animal in a semi-dark setting.
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5. Floor Slats
 - a. With leak-proof dropping tray
6. Spacer/Bars Handles
 - b. Made to a depth of (1in.) and placed on both sides of the container.
7. Food and Water Containers
 - a. Must be provide to allow access from the outside.
8. Forklift spacers
 - a. Must be added if the animal exceeds the 60kg (132lbs.)
9. IATA Labeling
 - a. Placed on the side "Live Animal" and "Arrows Up"

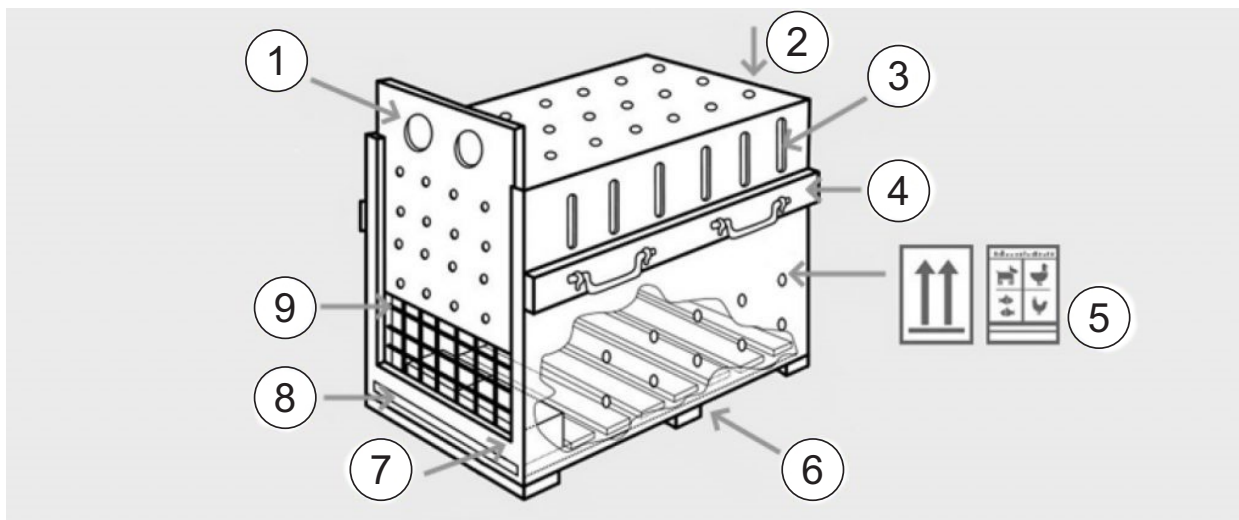




Figure 12.3.1.

D. AMERIJET HANDLING OF DOGS AND CATS

1. Amerijet **MUST** complete its Amerijet Live Animal Checklist prior to any acceptance of live animal transport (Sample shown in Figure 12.3.2).



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Air Waybill No: _____ Weight: _____
 Origin: _____ Destination: _____

Kennel size(s): 1 _____ 2 _____ 3 _____ 4 _____ 5 _____
(L x W x H) (L x W x H) (L x W x H) (L x W x H) (L x W x H)

Note: For additional kennels use comment section below.

- Prepare in duplicates
- All questions must be answered; do not use N/A unless a box is provided
- If any question is answered No, the item must be corrected prior to shipment acceptance
- Do not reject any shipment until all items have been checked
- File the checklist and copies of all documentation (as required in the booking record) with the origin station air waybill
- If shipment is rejected, original copy for Supervisor and another copy for the Shipper/Agent

General acceptance	Yes	N/A	No	Container	Yes	No
1. Is the shipment reserved? If no, contact Customer Service	<input type="checkbox"/>		<input type="checkbox"/>	14. Does the kennel meet IATA standards as required in the Live Animal Regulations? Note: Handles cannot be covered with labels or pouches	<input type="checkbox"/>	<input type="checkbox"/>
2. Verify booked flights are operating as scheduled.	<input type="checkbox"/>		<input type="checkbox"/>	15. Is the kennel large enough so that the animal can stand up, turn around and lay-down in a natural position?	<input type="checkbox"/>	<input type="checkbox"/>
3. Is the animal tendered 4 hours or less before the booked flight?	<input type="checkbox"/>		<input type="checkbox"/>	16. Is the kennel interior clean and dry with adequate absorbent material, (towels, blankets, shredded paper).	<input type="checkbox"/>	<input type="checkbox"/>
4. For Dogs / Cats is the animal at least 8 weeks old (as on the health cert)?	<input type="checkbox"/>		<input type="checkbox"/>	17. Does kennel have 2 food/water dishes? Which can be filled from outside the enclosure without opening the door?	<input type="checkbox"/>	<input type="checkbox"/>
5. Customer confirms that the Animal has not been tranquilized?	<input type="checkbox"/>		<input type="checkbox"/>	18. Does the kennel meet minimum ventilation requirements? - On all three walls and door?	<input type="checkbox"/>	<input type="checkbox"/>
6. Verified that there are no visible signs of a pre-existing condition, illness or evidence of recent surgery? If present - do not accept.	<input type="checkbox"/>		<input type="checkbox"/>	19. Is the number of animals per kennel within the limits prescribed by the regulations?	<input type="checkbox"/>	<input type="checkbox"/>
7. Is the animal pregnant or has given Birth within the last 48 hours	<input type="checkbox"/>		<input type="checkbox"/>	20. Two part (top/bottom) rigid containers and wooden containers using doors with locking pins MUST pierce the perforated container holes and display the pins beyond 1.6cm/ 5/8 in. on all 4 angles of the door	<input type="checkbox"/>	<input type="checkbox"/>
8. Does the shipment comply with current regulations in force at transit stations?	<input type="checkbox"/>		<input type="checkbox"/>			
Documentation	Yes	N/A	No	Markings and Labels	Yes	No
9. Valid health certificate, dated no more than ten (10) days prior to traveling?	<input type="checkbox"/>		<input type="checkbox"/>	21. Are the names, addresses, and 24 hour contact number of the customer at origin or destination, as well as the name of the animal affixed to the top of the kennel?	<input type="checkbox"/>	<input type="checkbox"/>
10. Have you received all documentation required? Ex: CITES permits, AWB, Health Cert,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	22. Are orientation labels affixed to the kennel on at least 2 opposite sides?	<input type="checkbox"/>	<input type="checkbox"/>
11. On the AWB the 24 hr. emergency contact number is to be listed in the handling information box of the AWB.	<input type="checkbox"/>		<input type="checkbox"/>	23. Do the words "LIVE ANIMAL" appear on the top and at least 1 side of the kennel with the letters a minimum of 1 inch high?	<input type="checkbox"/>	<input type="checkbox"/>
12. Does the description and quantity of animals agree with the information on the AWB?	<input type="checkbox"/>		<input type="checkbox"/>	24. Are food and water instructions posted on top of the kennel including information as to when the animal was last offered food and water. (at less four hours prior to departure time).	<input type="checkbox"/>	<input type="checkbox"/>
Shippers Certificate	Yes	N/A	No			
13. Is it completed in full and duplicate, with signature?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

Comments



Check By: _____
Print Amerijet Employee Name Time Date Amerijet Employee Signature At (Station)

Signature of Shipper/Agent _____ * Signature is for checklist, acceptance and release.

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Figure 12.3.2. Amerijet Live Animal Checklist (Sheet 1 of 2)

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Acceptance and Release

<ul style="list-style-type: none">■ I declare, that I have acted in accordance with all IATA Live Animal Regulations, USDA/APHIS, U.S. Fish and Wildlife, and any other applicable local, state, federal, and/or international regulation regarding this pet shipment.■ I consent and agree that it is my obligation to follow all pet travel requirements with respect to live animal regulations set forth by the pet's destination country.■ I consent and agree, that Amerijet will not be held legally responsible for any loss, damage, delay or expenses accrued from injury to or illness of the pet when the animal is handled by Amerijet under normal principles of safety and care or when Amerijet acts in the best welfare of the pet, as merely determined by Amerijet.■ Amerijet will not be held legally responsible for any loss or expense due to my erroneous failure in not complying with any applicable rule or regulation, or if the pet is refused passage into or through any state or country.	<ul style="list-style-type: none">■ Amerijet will not be held legally responsible for illness or injury, preexisting illness or injury and/or death of an animal that has been handled by Amerijet under normal principles of safety and care or when Amerijet acts in the best welfare of the pet during the entire flight such as in an emergency or an inevitable occurrence.■ Permission has been granted to Amerijet for the transport of the pet to a veterinary clinic, and/or animal hospital, for care in the event of an emergency, as merely determined by Amerijet. I consent and agree that I will reimburse Amerijet for charges and fees with respect to veterinarian care for injuries to or illnesses of the pet.
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General Container Requirements

<ul style="list-style-type: none">• The container must allow the animal to stand, turn and lie down in its natural position, without restrictions• Containers must be well constructed with precise dimensions, relative to the size of animal, in weight, height and ventilation• Interior must not have sharp points, edges, or protrusions that could injure an animal• If a wooden cage is used to transport the animals, the cage must be constructed with WPM certified material	<ul style="list-style-type: none">• The containers must be absorbent, leak proof and the bedding must be suitable for the animal• Each animal must not be able to put any part of its body outside the enclosure in a way that could result in injury to itself, handlers, or other persons or animals• Have attached labels with the shipper and consignee's name, street address and 24-hour emergency phone number• Always refer to the IATA LAR for specifics on containers
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Figure 12.3.2. Amerijet Live Animal Checklist (Sheet 2 of 2)

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2. Dogs and cats must be at least 8 weeks old to be accepted for transport. Max limit of (1) dog per kennel or (2) puppies per kennel weighing no more than 14lbs. per puppy.
 - a. Puppies with a minimum weight of 1Kgs = 2.2Lbs
 - b. Approved kennels shall be used for the transportation of dog and cats. They will be loaded on a ULD, with no plastic covers and no freight on top of the kennel and kept inside the warehouse until loading time

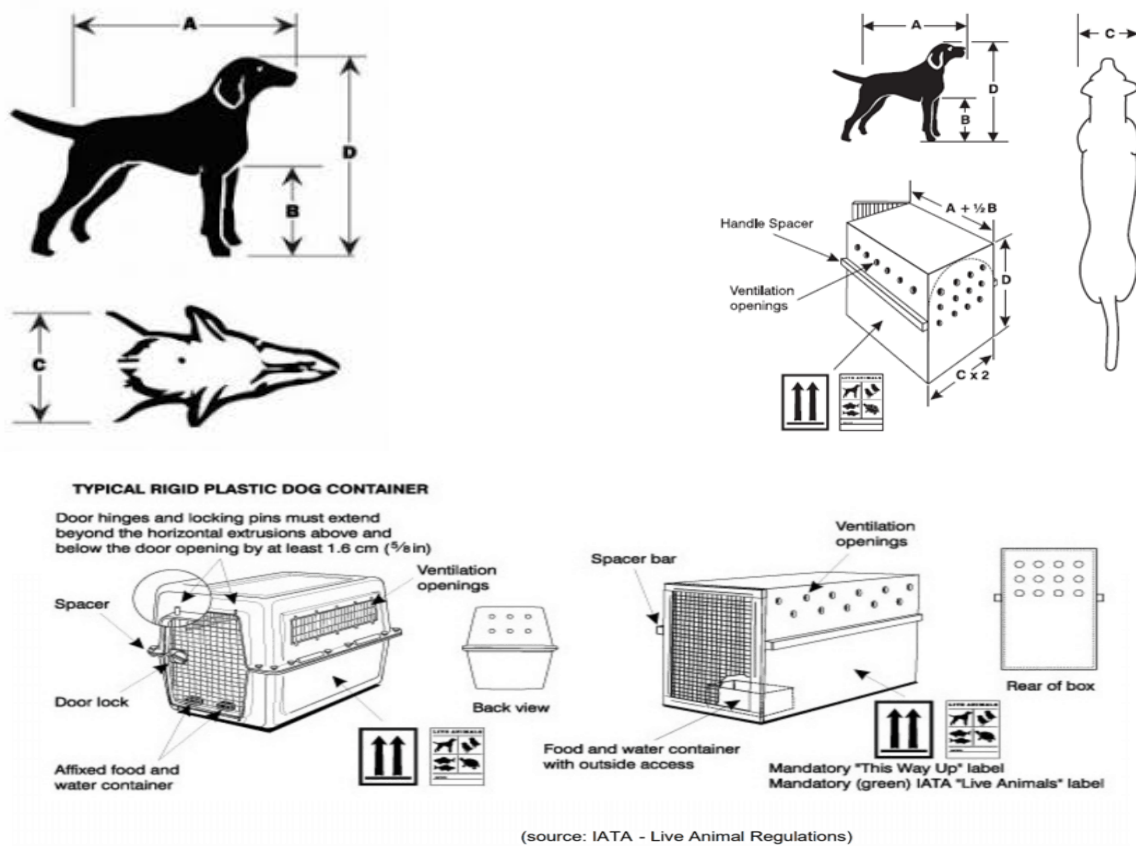


Figure 12.3.3. Approved Kennels

- c. The animals should be checked at least once every (4) hours unless the cargo area is not assessable during flight, in which case the animals must be observed whenever they are loaded or unloaded to ensure sufficient air and acceptable ambient temperature. If an animal is in obvious physical distress, veterinary care must be provided as soon as possible.
- d. During transportation, animals shall not be removed from their enclosure unless placed in another enclosure or facility that conforms to appropriate Animal Welfare Act (AWA) regulation.
- e. The kennel shall be:
 1. Leak-proof, escape-proof and the door must fasten securely.
 2. Two part (top/bottom) rigid containers and wooden containers using doors with locking pins **MUST** pierce the perforated container holes and display the pins beyond 1.6cm / 5/8 in. on all 4 angles of the door
 3. Kennel door must be constructed of welded or cast metal. Plastic or top-opening doors are not allowed.

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4. Large enough for the animal to stand, sit and lie comfortably, and in a natural manner.

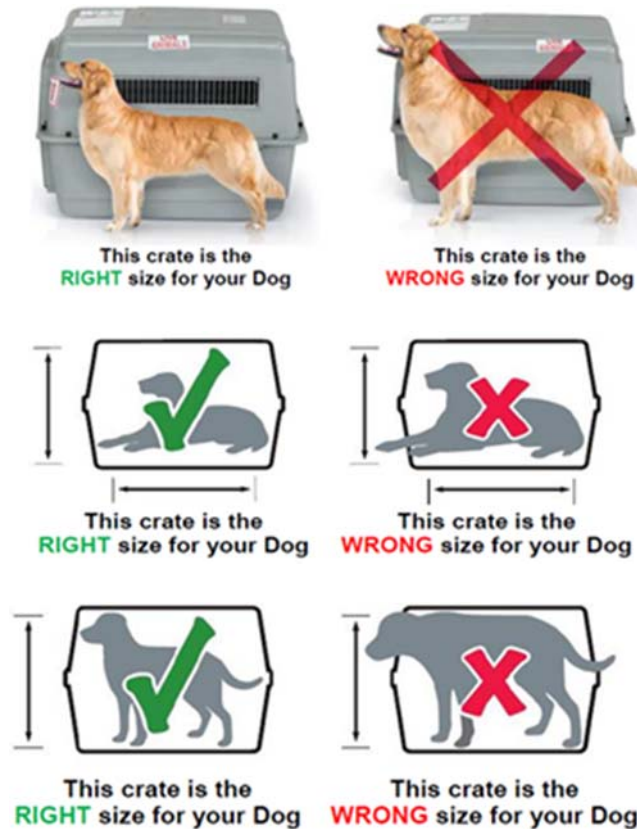


Figure 12.3.4. Kennel Size

5. Interior must not have sharp points, edges, or protrusions that could injure an animal.
6. Each animal must not be able to put any part of its body outside the enclosure in a way that could result in injury to itself, handlers, or other persons or animals.
7. The openings of the enclosure are easily accessible at all times for emergency removal of the animals.
8. Unless the enclosure is permanently affixed to the conveyance, adequate handles or handholds should be present so that it can be lifted without tilting and ensure that anyone handling the enclosure will not come into physical contact with an animal that is inside.
9. Outfitted with separate food and watering dishes securely attached inside the kennel so that if necessary, the animal can be fed and watered without opening the kennel.
10. Clean, with no offensive odors and contain absorbent material or litter. The use of straw, hay or wood shavings is prohibited.
11. Free of wheels. If the kennel has wheels they should be removed or taped to prevent the kennel from rolling.
12. Adequately ventilated. The total ventilated areas must be a minimum of 16 percent of the total surface area, including the door and three remaining sides.
13. Not be collapsible or foldable.
14. Marked with the words "live animal" on the top and one or more sides, in letters at least 1 inch high.



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15. Have attached labels with the shipper and consignee's name, street address and 24-hour emergency phone number.
 16. Have attached labels with food and watering instructions, the last time the animal was offered food and water, along with a supply of packaged food attached to the outside of the container or attach written instructions from an accredited veterinarian to not feed or water the animal. The animal must have been offered food or water within four hours before drop off.
 17. Marked with "this end up" or directional arrows on at least 2 sides.
 18. Female dogs or cats in heat will not be loaded in close proximity to other dogs or cats.

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4. RESERVATIONS AND ADVANCE ARRANGEMENTS

A. SCHEDULES AND ROUTINGS

1. Amerijet should book live animals on the most direct routes that is most suitable to minimize the amount of landing and take-offs to help avoid the repetitive handling and obscure from various climate changes.

B. WARNING ON SCHEDULING

1. At certain times by certain countries it is prohibited the importation of animals which have traveled through specific areas where specific enzootic diseases are present.
2. Some airports do not have Customs and veterinary clearances on weekends and public holidays, care must be taken not to move the animals to those airports upon those indicated times.
3. Time of departure and arrival given in any schedule or timetables of the carrier or elsewhere furnish only indications of approximate times and form no part of the contract of transportation. Amerijet does not assume any obligation to commence or complete the transportation to effect the delivery of the goods within a particular time or accordance to any particular schedule, nor does it assume any responsibility for making connections with any other carrier. No station employee, agent or representative of Amerijet is authorized to bind Amerijet by any statements or representations of the dates or times of departure, arrival or duration of any flight. Amerijet does not assume any obligations to carry the goods by any particular aircraft or other conveyance. Amerijet is authorized to select and to deviate from or change, the route of the shipment, notwithstanding the same as stated on the air waybill without any liability therefor.
4. For commercial and technical reasons Amerijet may restrict the quantity of particular species that can be carried in each aircraft. These limitations have not been shown since they are subject to arrangements with Amerijet.
5. A few limitations exist for freighter aircrafts, there are factors as the size of the compartment door and area of the aircraft hold determine the acceptability of live animal consignments. It must be considered when determining the size of the container to be used, in accordance with the designs outlined in Amerijet's Live Animal Section 8.
6. If any offload must be necessary, consideration must be given to the animal's welfare and wellbeing.

C. DELIVERY TO CONSIGNEE

1. Arrangements must be made for the animals to be delivered to the consignee or his agent as soon as possible upon arrival at final destination.
 2. Shipper must advise the consignee of the estimated time of arrival of the aircraft.
 3. Amerijet must notify the destination and transfer stations if animals are to be offloaded or if the flight is delayed.
 4. Shipper must be notified of possible delay of flight in order that the delivery to Amerijet be postponed.
 5. Expediting delivery is essential for shipments to be dealt with immediately upon arrival at the cargo building. Both inbound and outbound shipments.
 6. Customs officials at airports must be informed of specific pathogen free animal shipments, as the carton is opened such animals may have no further laboratory use.
 7. If a consignments of animals cannot be delivered to the consignee and if time does not permit Amerijet to contact the issuing carrier or consignor, Amerijet may take immediate action to dispose of the consignment in the best interest of all participating carriers and inform the issuing carrier or consignor of any action taken.
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5. ANIMAL BEHAVIOR

A. GENERAL

1. The information provided in this chapter speaks to the volatility of the animals behavior based on the uncertainty of their immediate environment during transportation. The Shipper and the Carrier must be aware of the uncertainties that could adversely affect the animals comfort and health.
 - a. Food and water, are specifically important during the first 24 hours, and instructions should be part of the Shippers documentation. No Animal should be watered during flight. Only prior to departing and after landing.
 - b. Animals should not be disturbed as traveling causes stress to the animals.
 - c. Segregation of animals is a must, this helps in controlling their natural instinct as animals see others as enemies.
 - d. In-Flight environment, height at which an aircraft operates varies considerably, dependent on the nature of the flight and the aircraft type used. Pressurized cabins and doors at altitudes equivalent to 2440 meters (8000 ft.) regardless of the flight level may cause an effect on the animal behavior and physiology.
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6. LISTING, DESCRIPTION AND SIZES OF SPECIES

A. GENERAL

1. The information provided in this chapter presents animal specifics;
 - a. Common name
 - b. Size by length and height, type of animal
 - c. Container requirement regulated by IATA Live Animal Regulations manual.
 - d. See IATA Live Animal Regulations manual for specifics under Chapter 6.



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7. DOCUMENTATION

A. GENERAL

1. This chapter informs of the documentation required by the Shipper and Carrier to complete once a reservation has been done and acceptance by the airline is complete.

Note: Shippers Declaration optional for US Carriers.

1. THE CARRIER IS RESPONSIBLE FOR VERIFYING THE PRESENCE OF THE FOLLOWING DOCUMENTATION AS APPLICABLE:

A. Shippers Certification

1. 2 copies must be completed, signed with signatures of the shipper or authorized agent, hand written or facsimile signatures, whether stamped or electronic, are accepted. The certification must be filled out with the wording as address in the (LAR) manual. When animals are carried as baggage the requirement is optional (US carriers)

Note: This document is optional for US Carriers.



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B. Airway Bill (AWB)

1. Is a critical documentation that constitutes the contract of carriage between the shipper and the carrier:
 - a. No other commodities allowed on a Live Animal AWB
 - b. Quantities of animals
 - c. 24 hour emergency contact number.

Note: An Amerijet AWB label (white) must be affixed to the outside of the container, which allows for tracking and constitutes the merger between (AWB label # & Amerijet AWB documentation) for contract of carriage between the shipper and carrier.

810 BRU 40506452		810-40506452					
Shipper's Name and Address A.B.C Pet SHOP 123 MAIN STREET BRUSSELS, BELGIUM		Shipper's Account Number MISC	Not Negotiable Air Waybill Issued by 4500 NW 36TH ST MIAMI, FL 33166 USA				
Consignee's Name and Address PH: D.E.F. PET SHOP 345 DALMATION ST. MIAMI, FL USA		Consignee's Account Number MISC	Copies 1, 2 and 3 of this Air Waybill are originals and have the same validity.				
Issuing Carrier's Agent Name and City AMERIJET 4250 NW 36 ST MIAMI, FL 33166		Agent's IATA Code AMERIJ	Accounting Information				
Airport of Departure (Addr. of First Carrier) and Requested Routing BRUSSELS BEL NATION		Reference Number	Optional Shipping Information				
To	By First Carrier	to	by				
MIA	M6						
Airport of Destination MIAMI, FL U.S.A.		Flight / Date 8620 11/15	Flight / Date				
Handling Information 24 CONTACT INFORMATION 305-555-5555		Amount of Insurance	INSURANCE - If carrier offers insurance, and such insurance is requested in accordance with conditions on reverse hereof indicate amount to be insured in figures in box marked Amount of Insurance.				
These commodities, technology or software were exported from the United States in accordance with the Export Administration Regulations. Ultimate destination		Diversion contrary to U.S. law prohibited.	SCI				
No. of Pieces RCP	Gross Weight	kg lb	Rate Class Commodity Item No.	Chargeable Weight	Rate / Charge	Total	Nature and Quantity of Goods (incl. Dimensions or Volume)
1	50 110	K L	AVI	50	MINIMUM	100.00	LIVE DOGS 24 X 18 X 24
Prepaid		Weight Charge	Collect	Other Charges			
		100.00		IMP 40.00;			
Valuation Charge							
Tax							
Total Other Charges Due Agent		Shipper certifies that the particulars on the face hereof are correct and that insofar as any part of the consignment contains dangerous goods such part is properly described by name and is in proper condition for carriage by air according to the applicable Dangerous Goods Regulations.					
Total Other Charges Due Carrier		40.00		Signature of Shipper or his Agent			
Total Prepaid		Total Collect					
100.00		40.00					
Currency Conversion Rates		CC Charges in Dest. Currency		11/15/20 MIAMI, FL			
				Executed on (date) at (place) Signature of Issuing Carrier or its Agent			
For Carriers Use only at Destination		Charges at Destination		Total Collect Charges		810-40506452	

Figure 12.7.1. Sample AWB



Cargo Operations Manual Live Animals

C. NOTOC

1. Notification to Captain

- a. Advised of species, location and quantity of all Live Animals onboard. The information must be entered in the Special load Notification section.



NOTIFICATION TO PILOT IN COMMAND (NOTOC)

DATE: 11/15/2020		FLT#: 8620	A/C #: N396CM	ORIGIN STATION: BRU	DESTINATION STATION: MIA												
DANGEROUS GOODS																	
Final Station	Airway Bill#	Proper Shipping Name (Special Permit/Special Flight/Exceptions)	Class or Division	UN/ID #	Sub Risk	UN Pkg Group #	# of pkgs	Net Qty Pkg	Drill Code	CAO	Label	TI	IMP	ULD ID	POS	New POS	Initial POS
GND	81040794972	DRY ICE	9	1845	0		5	83 KG TQ	9L	PAX			ICE	PAG09127M6			
OTHER SPECIAL LOADS																	
Final Station	Airway Bill#	Contents and Description	# of pkgs	Net Qty Pkg	Supplementary Information			IMP	ULD #	POS	New POS	Initial POS					
MIA	81040506452	LIVE ANIMALS	1	50 KG	1 LIVE DOG				BULK								
Insert item																	
EMERGENCY INFORMATION			LOAD MASTER OR FO CERTIFICATION					PILOT-IN-COMMAND ACKNOWLEDGEMENT									
Center for Disease Control(CDC)(800)232-0124 National Response Center(NRC)(800)424-8802 FAA Regional Operation Center(404)305-5180 For Radioactive Materials: Department of Energy(DOE)(202)586-8100 Nuclear Regulatory Commission(301)816-5100			I certify the above Dangerous Goods have been loaded in accordance with the regulations of IATA, ICAO, & US (49CFR). I further certify there is no evidence of damaged or leaking packages containing Dangerous Goods to have been loaded on the aircraft. Print Name: LOADMASTER Signature:					I acknowledge receipt of the information required by US(49 CFR)175.33 and ICAO DG 9.5.1.1. Signature: Signature:ngth									

Figure 12.7.2. Sample NOTOC


Cargo Operations Manual Live Animals

D. CITES

1. Convention on International Trade in Endangered Species of Wild Fauna and Flora
 - a. Is a document strictly for endangered species listed in the Convention on International Trade in Endangered Species of Wild Fauna and Flora, this list contains species which for exporting is prohibited.

Annex 2

Standard CITES form

 CONVENTION ON INTERNATIONAL TRADE IN ENDANGERED SPECIES OF WILD FAUNA AND FLORA		PERMIT/CERTIFICATE No. <input type="checkbox"/> EXPORT <input type="checkbox"/> RE-EXPORT <input type="checkbox"/> IMPORT <input type="checkbox"/> OTHER		Original 2. Valid until											
3. Importer (name and address)		4. Exporter/re-exporter (name, address and country)													
3a. Country of import		Signature of the applicant													
5. Special conditions <small>For live animals, this permit or certificate is only valid if the transport conditions conform to the Guidelines for Transport of Live Animals or, in the case of air transport, to the IATA Live Animals Regulations</small>		6. Name, address, national seal/stamp and country of Management Authority													
5a. Purpose of the transaction (see reverse)		5b. Security stamp no.													
7.8. Scientific name (genus and species and common name of animal or plant)		9. Description of specimens, including identifying marks or numbers (age/sex if live)		10. Appendix no. and source (see reverse)	11. Quantity (including unit)										
7.8a.		9.		10.	11a.										
A 12. Country of origin * Permit no. Date		12a. Country of last re-export Certificate no. Date		11a. Total exported/Quota											
7.8.		9.		10.	11.										
B 12. Country of origin * Permit no. Date		12a. Country of last re-export Certificate no. Date		12b. No. of the operation ** or date of acquisition ***											
7.8.		9.		10.	11.										
C 12. Country of origin * Permit no. Date		12a. Country of last re-export Certificate no. Date		12b. No. of the operation ** or date of acquisition ***											
7.8.		9.		10.	11.										
D 12. Country of origin * Permit no. Date		12a. Country of last re-export Certificate no. Date		12b. No. of the operation ** or date of acquisition ***											
7.8.		9.		10.	11.										
* Country in which the specimens were taken from the wild, bred in captivity or artificially propagated (only in case of re-export) ** Only for specimens of Appendix-I species bred in captivity or artificially propagated for commercial purposes *** For pre-Convention specimens.															
13. This permit/certificate is issued by: Place _____ Date _____ Security stamp, signature and official seal _____															
14. Export endorsement:		15. Bill of Lading/Air waybill number:													
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Block</th> <th>Quantity</th> </tr> </thead> <tbody> <tr> <td>A</td> <td></td> </tr> <tr> <td>B</td> <td></td> </tr> <tr> <td>C</td> <td></td> </tr> <tr> <td>D</td> <td></td> </tr> </tbody> </table>		Block	Quantity	A		B		C		D		Port of export _____ Date _____ Signature _____ Official stamp and title _____			
Block	Quantity														
A															
B															
C															
D															

CITES PERMIT/CERTIFICATE No.

Figure 12.7.3. Sample CITES Form

E. Original Health Declarations

1. May be required by the national authorities of those countries exporting/importin

F. Permits

1. May be required by the national authorities of those countries exporting/importing
2. Additional protection under the Wild Bird Conservation Act for birds that are listed on the appendices to the CITES



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Live Animals

8. CONTAINER REQUIREMENTS

A. GENERAL

1. This chapter provides information for the general purpose of transporting animals solely in closed containers.
 - a. Exception:
 1. Horse Stalls

B. CONTAINER REQUIREMENTS

1. Containers must be well constructed with precise dimensions, relative to the size of animal, in weight, height and ventilation. Ventilation must be adequately distributed on three sides, with the majority ventilation provided on the upper part of the container, exceptions do exist, and so following the Live Animal Regulation manual is necessary to accurately construct the container for the specified animal being transported. Hardware used for these containers must securely close and allow to be opened by authorized personnel.
 - a. All containers used to transport live animals must have the name and address of both the shipper and consignee on the outside and should include whether the animal being transported is dangerous or venomous.
 - b. When a wooden cage is used to transport the animals, the cage must be constructed with WPM certified material.
 - c. Importers must ensure the wood crating materials associated with countries other Canada and adjacent border states such in Mexico are completely free of bark and live plant pest.

Note: The USDA's Animal Welfare Act is divided into 6 separate parts, related to different types of animals and each part has its own specific set of transportation regulations. The container must be able to uphold any possible freight damaged caused by shifting and/or moving freight during the flight, thus keeping the animal secure and all hardware in place and locked. Keeping the animal from clawing and gnawing thru the container.

- d. The container must allow the animal a turn ration within the container, this means to stand, turn and lie down in its natural position, without restrictions.
- e. The containers must be absorbent, leak proof and the bedding must be suitable for the animal.

Note: Straw is not permitted and unacceptable to use.

- f. Food and Water containers must be affixed either inside the container or by other means that allow access. Nontoxic material used for the safety of the animal.
 - g. If food is required, the Shipper must provide it.
 - h. Stocking Densities have guidelines and a calculation table in the IATA Live Animal Regulations manual for the following:
 - a. calves
 - b. cattle
 - c. pigs
 - d. sheep
 - e. horses
 - f. exotic species
 - g. small animals
 - h. rats
-

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- i. mice
 - j. dogs
 - k. cats
 - l. ferrets
-

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C. DIAGRAMS OF SAMPLE CONTAINERS - BIRDS, RODENTS, HORSES

1. This section describes the differences between containers depending on the animal being transported via air. Container sizes and all additional requirements are reserved from the IATA Live Animal Regulations manual to provide an accurate and allowable dimensional size of container for the animal to comfortably be transported.

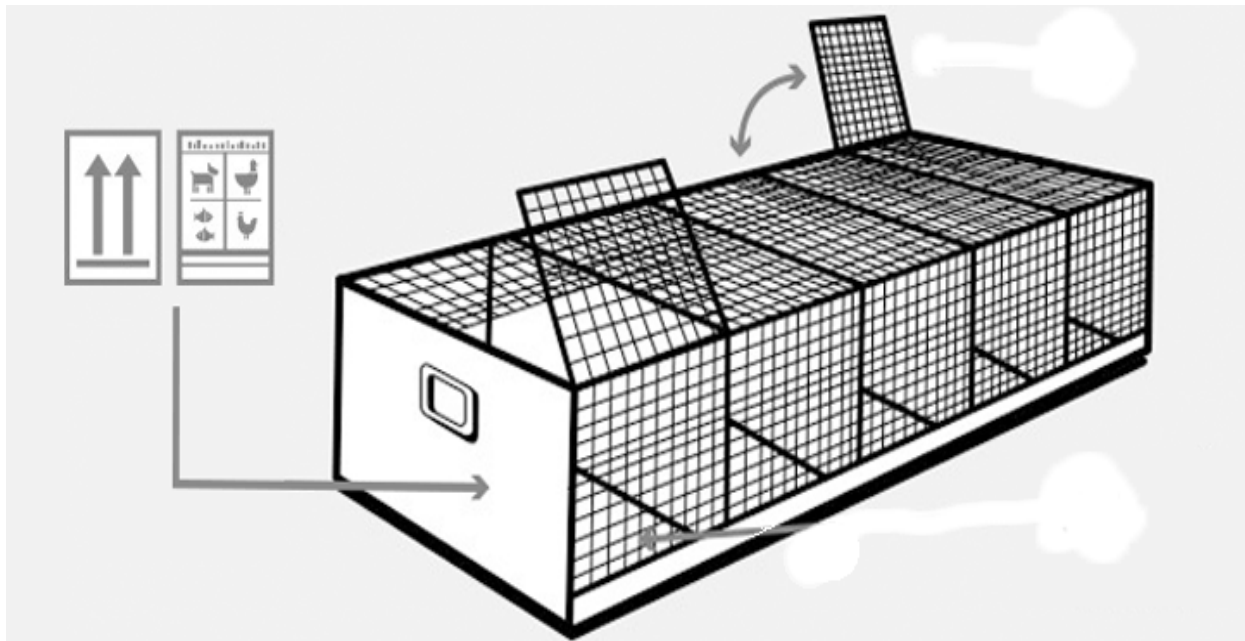
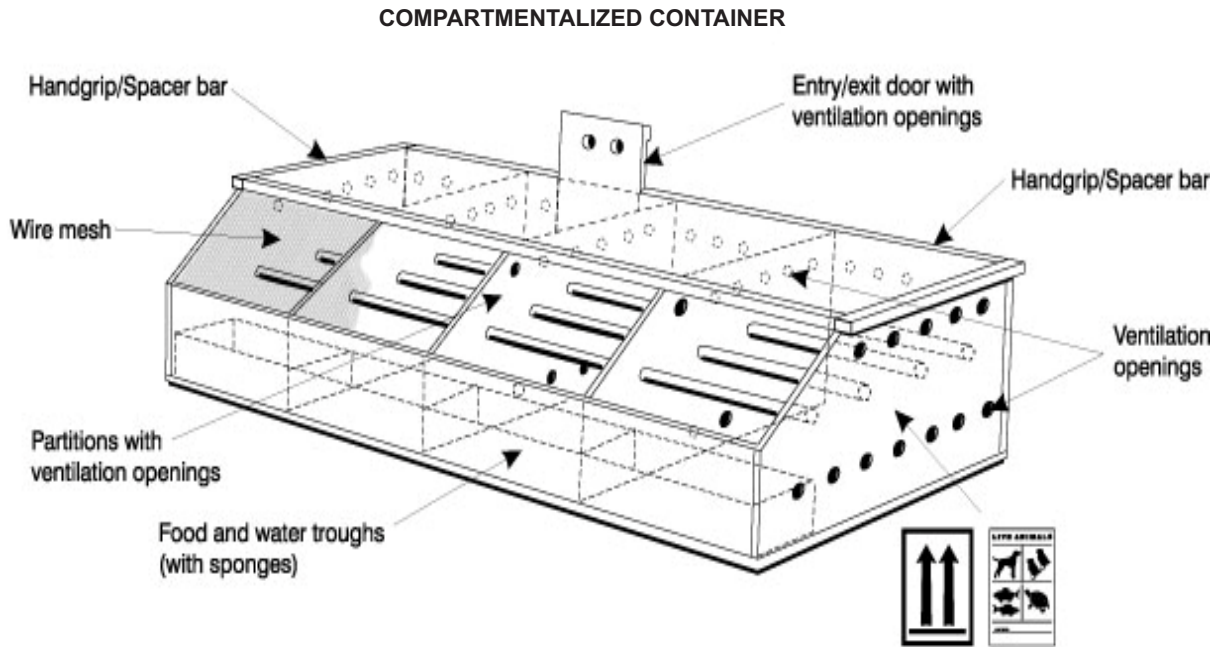
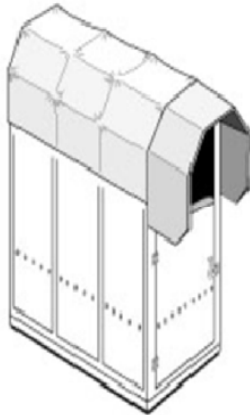


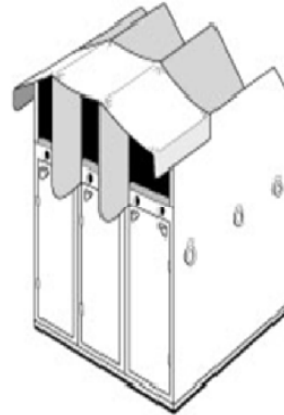
Figure 12.8.1. Sample Containers (Sheet 1 of 2)

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Single stall with Canopy



Triple Stall with Canopy



Triple Stall with Attendant Access/Bulk Crate

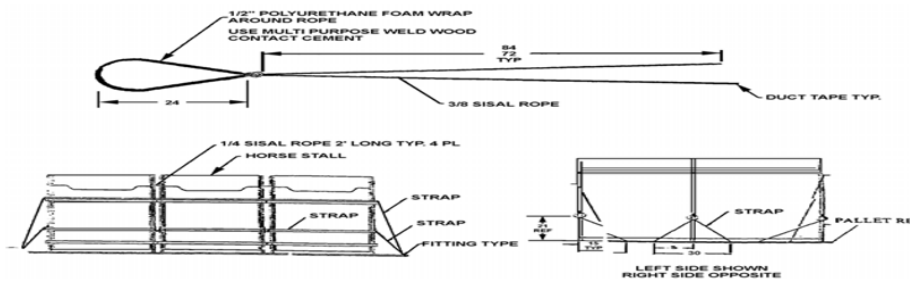
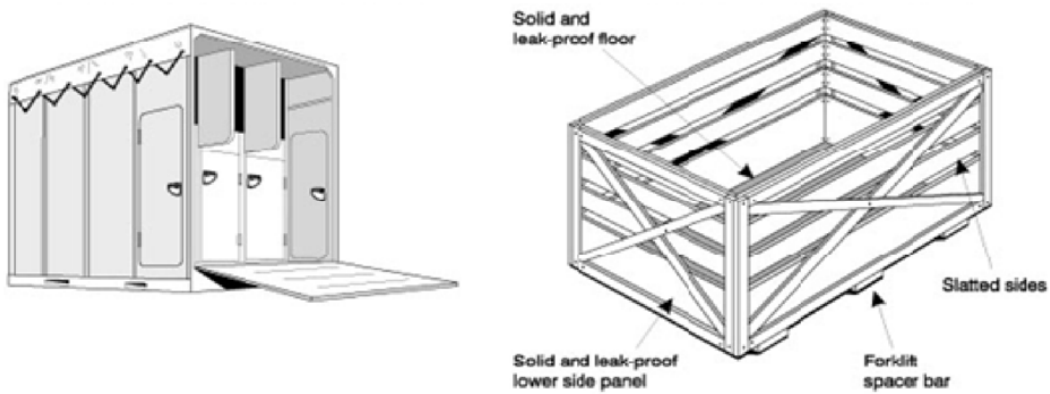


Figure 12.8.1. Sample Containers (Sheet 2 of 2)

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9. MARKING AND LABELING

A. GENERAL

1. This chapter describes the responsibility of the shipper for all marking and labeling for each live animal container. The container must be of an allowable size to affix all marking and labeling.

B. MARKING

1. Must be durable and printed on or affixed to the external container surface

C. ENGLISH LANGUAGE

1. English language marking and labeling are to be used in addition to the countries origin.

D. MARKINGS ON THE CONTAINERS

1. Must be durable and legibly written on the outside of the container, the following must be on each container:
 - a. Contain the full name, address and contact number of the shipper & 24 hour contact number
 - b. Scientific and common name of the animals and quantity for each animal in the container
 - c. For domestic dogs, cats farm animals and laboratory animals that are not listed in the Appendices of the Convention on International trade in Endangered Species see Chapter 6
 - d. Animals that can inflict poisonous bites or stings must be **BOLDLY** marked "Poisonous".
 - e. Animals that can inflict injury through the bars or ventilation openings must have an additional warning affixed, "this animal bites".
 - f. Affixed must special feeding and watering instructions to the container
 - g. Label specifications must adhere to the color, shape, format, symbol and text to the specification designs in Chapter 9, sec 9.3.2
 - h. "This Way up" labels to be placed on (2) opposite sides of the container
 - i. Live animal labels (1) per container are bright green on light background, with dimensions for labels; 10x15cm(4x6in) or 15x10 (6x4in) and for lettering; 2.5cm (1 in) high
 - j. Laboratory animals label (1) per container, will have a different color(red) and affixed sticker to the container, the dimensions are; 10x15 cm(4x6 in)
 - k. No labeling placed on an container may **BLOCK** the ventilation openings
 - l. After acceptance if the carrier discovers that the labels are missing, fallen off, lost, detached or are not legible, they must be replaced.
-

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E. SAMPLES OF LABELS TO BE AFFIXED TO THE OUTSIDE OF THE CONTAINER

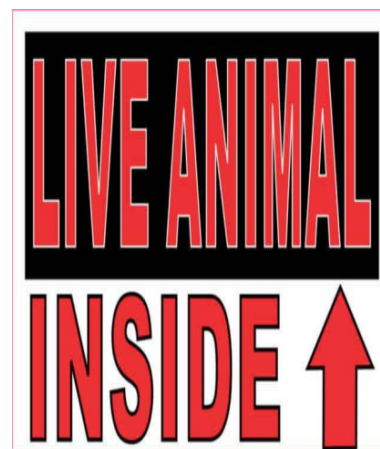
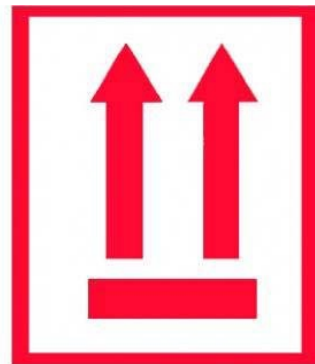
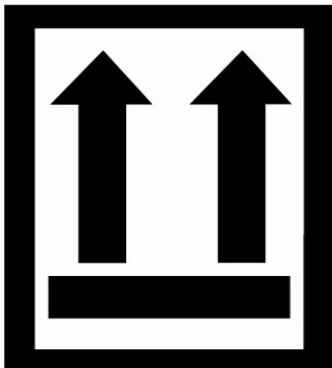


Figure 12.9.1. Sample Exterior Labels



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10. HANDLING PROCEDURES

A. GENERAL

1. This Section conforms to the handling of live animals which requires special attention to, documentation, containers used, marking and labeling and finally reservation and routing of the animal. In order to assist both the shipper and carrier, the Amerijet Live Animal Checklist has been created to ensure areas of concern have been addressed by simply checking off the boxes related to the acceptance of the animal.

B. CONSIGNMENT DOES NOT MEET REGULATORY REQUIREMENTS

1. If the consignment does NOT meet the regulatory requirements as addressed in the check list then the consignment cannot be accepted for carriage.
 - a. Duplicates copies are made for the shipper and carrier to have.

C. GROUND HANDLING AGENT HAS POSSESSION

1. Once the ground handling agent has taken possession, it is most imperative that the welfare of the animal be at the forefront of importance:
 - a. Minimal disturbance, of the animals avoids any possible animal behavior from becoming extreme.
 - b. Unnecessary tilting, tipping and additional movement of the shipment is to be avoided.
 - c. Food and water is to be provided in accordance to the instructions from the shipper

D. QUANTITY OF ANIMALS AND TYPE

1. Depending on the quantity of animals and type, as well as the weather conditions, compartment doors should remain open during transit stops or air conditioning units to be used immediately upon arrival.
 - a. Aircraft with Auxiliary power units, the doors should remain closed thus providing ventilation when switched on.
 - b. When full aircraft loads of animals, air conditioning units must be immediately connected upon arrival at destination. While leaving doors open to maximize air flow.

E. EXTENDED DELAY

1. If extended delays occur, rerouting, or flight cancelations, the shipper or consignee must be notified as soon as possible.

F. OFFLOADING OF THE ANIMAL

1. After offloading the animal, the aircraft must be inspected for any leakage or spillage

G. ANIMAL HOLDING AREAS

1. Areas holding animals must be cleaned & disinfected as well as cargo holding compartments.
2. Suitable loading compartments are only authorized by the carrier.

H. MUST NOT BE COMPACTED INSIDE OF ULD

1. They must not be compacted inside a Unit Load Device (ULD) closed aircraft container, unless exceptions of animals that follow the container requirements CR51, CR52, CR56, CR59, CR62, CR66. These containers must always be inspected prior to use.
-

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I. TIME OF LOADING

1. Animals must always be loaded as near to the time of departures as possible.
2. Live animals shipment loads should always be considered when temperatures are a factor and cargo compartment doors should remain open.

J. CONTAINER LOAD POSITION

1. Containers should never be loaded directly in front of or below air ventilations outlets.

K. PALLETIZED ANIMAL CONTAINERS

1. Palletization of animal containers must be ensured to be level at all times. Additional space may be needed to allow ventilation outlets not to be blocked.
2. Caution taken when building pallets with animal containers, so other freight does harm or damage the containers of animals.

L. LIVE ANIMALS ARE TREATED AS WET CARGO

1. Live animal containers must be treated as wet cargo, therefore the usage of plastic liners underneath would be used to avoid soiling of the aircraft interior and hold areas.

M. BIRD LOADING REQUIREMENT

1. A particular loading requirement is when birds are loaded for long haul flights, the cargo compartment lights are to be left on so the birds can feed.

N. ADDITIONAL RULES

1. Rules contains additional specific food, water and care requirements for the following taxonomic groups;
 - a. Primates
 - b. Elephants
 - c. Ungulates
 - d. Sloths
 - e. Bats
 - f. Flying Lemurs

O. CLEAN AND DISINFECT

1. The interior of the aircraft must be thoroughly cleaned of all foreign matter and then disinfected using methods acceptable to aircraft management before being loaded with livestock.
2. All affected holds, floors and shelves must be thoroughly washed or swabbed with a solution of approved solvent or detergent followed by the use of a suitable disinfectant.
3. Animal holding areas must be cleaned in a similar manner to that prescribed for the cleaning and disinfectant of an aircraft cargo compartment.

P. BIRDS

1. The transporting of birds will be only carried in closed containers. Many bird species including parrots are listed on the CITES appendices. It is imperative that the appropriate CITES documentation is completed before acceptance of shipment.
 2. Unfledged birds are not permitted to be shipped, young birds that are still dependent upon their parents for food.
-



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3. On the transport of pet birds, a veterinary health certificate must be attached to the AWB. The customer or its representative makes quarantine arrangements. The bird must bear an identification by way of; leg band, microchip or tattoo; this number must be reflected on the health certificate.
4. Perches must be provided for birds that rest on perches, must be sufficient in diameter for the bird to maintain a grip.
5. A carrier for transport must not accept birds captured in the wild unless a qualified veterinarian authorized by the country certifies the bird has been held for 14 days in captivity.
6. Wild birds are kept in a holding area/transported to and from a holding area, to aircraft should be sheltered from sunlight, rain, cold or disturbances.
7. Personally owned pet bird originally transported from the US and being returned to this country with its original US certificate of veterinary inspection within 60 days of departure may be by a carrier without a new vet examination.
8. Always refer to the IATA LAR for specifics on containers
9. All persons involved with the importation of wild birds into the United States, are responsible for the compliance of the USFWS rules and for the humane and healthful transport of these animals.
10. Examination of wild birds must be done by a government certified veterinarian of the initial country, 10 days prior to transportation.
11. No wild birds shall be accepted for transportation less than (2) hours or more than (6) hours prior to schedule departure.
12. Observation of wild birds in the custody of the carrier must be made no less than once every (4) hours and given food and water according to instructions.
13. During air transport, visual observations of wild birds must be made at least every (4) hours, whenever the cargo hold is accessible.

Q. MAMMALS

1. Most young or new born mammals are undeveloped, weak, and totally dependent upon their mother. It is nearly impossible and particularly difficult in most cases to transport by air, or ensure a young mammal can receive protection, care and nourishment while in transit.
 2. Shippers should not tender for shipment; animals with unhealed navel, mammals suckling young unless a veterinary certificate states that both mother and young are fit to travel, newly weaned animals.
 3. Wild Mammals are kept in a holding area/transported to and from a holding area, to aircraft should be sheltered from sunlight, rain, cold or disturbances.
 4. Always refer to the IATA LAR for specifics on containers
 5. All persons involved with the importation of wild mammals into the United States, are responsible for the compliance of the USFWS rules and for the humane and healthful transport of these animals.
 6. 10 days prior to transportation, a government certified veterinarian of the initial country must do an examination of wild mammals.
 7. No wild mammals shall be accepted for transportation less than (2) hours or more than (6) hours prior to schedule departure.
 8. Observation of wild mammals in the custody of the carrier must be made no less than once every (4) hours and given food and water according to instructions.
 9. During air transport, visual observations of wild mammals must be made at least every (4) hours, whenever the cargo hold is accessible.
-

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R. HORSES

1. Horses are very sensitive animals and they generally have a high value. Therefore, special care is required during all phases of transportation. To ensure flight safety, the presence of one or more trained attendants is generally necessary in order to supervise the behavior of the animals and to intervene, if required. In particular, attendants must be qualified to administer tranquilizers and perform euthanasia. They must also have the appropriate security clearance as outlined in guidelines established in the General Operations Manual Chapter 1.500.
 2. When large live animals are transported by airplane, the animal must be placed in a container constructed in a manner that will permit the handling staff to give the necessary attention to the animals without risk of the animals harming them.
 3. Horses must travel facing forwards or backwards to the direction of flight. They may not be loaded laterally.
 4. In general, horses have very fragile legs, and great care must be taken not to harm them when the animals are walked into the stall. Protection of the legs may be considered necessary.
 5. Ground transportation and loading must be performed smoothly in order to avoid startling the animals.
 6. Materials used Metal and/or wood are suitable padding
 7. Dimensions must be in proportion to the animal to restrict excessive movement during transport
 8. Width of the stall must be of the animals at its widest point plus a minimum space of 3(in) on each side, with a total of 6(in).
 9. Frame of the stall must be of strong construction, welded, or bolted together, no internal projections.
 10. Solid up to height to prevent escape of urine, solid smooth interior and all reinforcing plates must be covered with protective material.
 11. The head end of the stall must be padded and notched to accept the neck of the animal.
 12. Solid floor and leak proof.
 13. Stall must be equipped with a tie down provision on sidewalls to allow tie down to the aircraft pallet or floor.
 14. Doors must have a secure means of fastening that is easy to operate.
 15. The use of double/triple, quadruple stalls will be dependent on the type of aircraft used in transporting. There must be access to the heads and hindquarters of the animal at all times.
 16. To avoid risk of damaging the male animal bladder, it is preferable to not water the animal within (2) hours before loading.
 17. Ample supply of absorbent bedding such as wooden shaving or peats must be provided on the floor of the container.
 18. Mini horses and other small breeds of horse shipped individually or in bulk crates, do not require an attendant.
 19. If feeding is required due to unforeseen delay, hay must be given but not to over feed.
 20. Water must be available at regular intervals.
 21. Horses are easily startled, by sudden noises or movements, which must be avoided as much as possible.
 22. Loading must be as close to take off as possible, preferably within 30 minutes, and unloading must begin within 30 minutes after arrival
 23. Always refer to the IATA LAR for specifics on containers
-



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S. POULTRY

1. The use of the word "poultry" when referring to day old chicks (baby chicks), young turkey poults, ducklings or goslings.
 2. Poultry are very sensitive to climate changes, changes in temperature and humidity.
 3. The optimal effective ambient temperature range lies between 14 C(57 F) and 23 C (73 F), the temperature in the cargo holding area may need to be outside of this range.
 4. Poultry are normally moved in large quantities, special care must be taken to provide for sufficient air circulation and to stack the boxes properly to avoid crushing.
 5. Poultry boxes must not be loaded in closed ULD's.
 6. Must be protected from inclement weather conditions; rain, snow, but never be covered with plastic sheets or tarpaulin during air transportation and storage.
 7. When boxes are stacked, sufficient room for air circulation between top boxes and compartments ceiling should be provided.
 1. When poultry boxes are stacked, spacers must be used to maintain the necessary separation distance between the boxes to guarantee sufficient air circulation.
 8. Always refer to the IATA LAR for specifics on containers
-



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