**Waiver Extension Application Guidance**

Please note that for purposes of the CDC dog importation requirements, “air carriers” includes ALL aircraft operators, both private and commercial. Dogs, and other animals, are considered cargo even if they travel in the main cabin and are personal pets of passengers.

The Air Waybill (AWB) waiver extension application is outlined in the document “Technical Instruction for air carriers that are unable to create air waybills.”

The following guidance has been developed based on discussion with CDC. Requirements, and the associated guidance, are subject to change. The statements in bold are directly from the “Technical Instruction for air carriers that are unable to create air waybills.” Suggested or example responses are in plain text. Explanatory notes are in italics and should be removed. These responses have been reviewed by CDC and approved for General Aviation.

**[COMPANY LETTERHEAD]**

Dear CDC Animal Imports,

On behalf of **[OPERATOR NAME],** I am submitting a request for a 6-month extension of our provisional waiver of the requirement to generate an air waybill for dogs transported as checked baggage or hand-carried baggage as the air carrier listed above does not have the technical ability to do so.

The company official(s) who will serve as our point of contact for handling ill, injured, abandoned, deceased animals, animals on hold, or animals denied entry following arrival in the United States is **[POINT OF CONTACT, TITLE, CONTACT PHONE, CONTACT EMAIL]** and/or PIC Pilot in-command of flight in question. They or other appropriate representatives will be available to answer questions on a 24/7 basis.

The carrier must submit to CDC the following within the 90-day period:

**1. An explanation of why the air carrier cannot create an AWB for dogs in the passenger environment.**

We are a General Aviation operator and have no means to generate Air Waybills.

**2. A plan (include processes, procedures, and timeline) to create an AWB for dogs transported as hand-carried or checked baggage/excess baggage.**

We will cooperate with CDC to identify and use alternative processes to the AWB that are suitable for General Aviation operators and satisfy CDC’s needs.

**3. Written standard operating procedure (SOP) and step-by-step instructions for air carrier staff to follow should the dog not meet US entry requirements. The SOP and instructions must describe:**

**A. How the air carrier will ensure that importers present the documentation air carriers are required to confirm prior to boarding a dog (this could include a checklist or employee training slides).**

We will apply the below CDC Process Map for Airlines that has been modified for General Aviation operators. (Include the CDC Process Map for GA which is on a separate PDF document)

**B. If a dog is ill, injured, abandoned, denied entry, or placed on-hold pending an admissibility determination, how the air carrier will ensurehe dog is returned to its country of departure or brought into compliance with CDC’s entry requirements.**

We will contact the appropriate CDC Port Health Station and work with CDC to determine the necessary steps to either bring the dog into compliance with CDC’s entry requirements or return it to its country of departure. We are committed to ensuring the proper care and treatment of any animals we transport.

**C. How the air carrier will ensure care for any ill, injured, or abandoned dog placed on-hold or denied admission and pending return.**

We will contact the appropriate CDC Port Health Station and work with CDC to identify a CDC approved veterinary treatment facility or boarding kennel as necessary. We are committed to ensuring the proper care and treatment of any animals we transport.

**D. Transportation instructions for air carrier staff and the location of a CDC- registered Animal Care Facility (ACF) (or other suitable alternative, such as a local kennel or veterinary hospital) that will house and provide care for the dog until requirements are met or it is returned to the country of departure.**

**Local housing facilities (ACF, kennels, veterinary clinics) must be provided for each port of entry an air carrier will transport dogs into.**

As a General Aviation operator, we may utilize any port of entry in the U.S. We will contact the appropriate CDC Port Health Station and work with CDC to identify a CDC approved veterinary treatment facility or boarding kennel as necessary. We are committed to ensuring the proper care and treatment of any animals we transport.

**E. How payment will be made by the air carrier to the facility providing care for the dog until the determination of admissibility is complete. Please include instructions for local air carrier employees to follow to submit payment requests to headquarters.**

We understand and accept the responsibility to ensure payment for any necessary care for dogs that we transport. The pilot-in-command (PIC) will provide payment with his company credit card or another accepted means of payment unless the dog owner/importer chooses to make such payment directly at the time care is provided.

1. **Air carriers may seek reimbursement from the importer but may be required to pay for veterinary services, boarding, or return of the dog to the country of departure if an importer fails to provide payment.**

**ii. If an importer refuses to pay for any services required by CDC, the dog will be considered abandoned per 42 CFR 71.51 and will revert to the custody of the air carrier.**

**4. The SOP and instructions should be on company letterhead and contain contact information for regional air carrier management with oversite over the cargo and passenger process.**

**Failure to submit these documents and have an application approved within the 90-day period will result in the waiver expiring and the air carrier will lose its ability to transport dogs into the United States without an AWB.**

**Regards,**

**[CONTACT NAME]**

**[TITLE]**

**[OPERATOR NAME]**

**[CONTACT PHN / EMAIL]**