

**UNITED STATES OF AMERICA
DEPARTMENT OF TRANSPORTATION
OFFICE OF THE SECRETARY
WASHINGTON, DC**

**REPORTS BY AIR CARRIERS ON
INCIDENTS INVOLVING ANIMALS DURING AIR TRANSPORT**

Method to Submit the Required Reports

DOT regulations require certain U.S. air carriers to file reports with DOT on the number of incidents involving the loss, injury or death of an animal during air transport. This requirement used to apply only to U.S. air carriers that each account for at least one percent of total U.S. domestic scheduled-service passenger revenues, but effective January 1, 2015 DOT expanded the applicability of the requirement to all U.S. air carriers that operate scheduled passenger service with at least one aircraft having a designed seating capacity of more than 60 passenger seats. (For these carriers, reports must include flights that are operated with aircraft having 60 or fewer seats.). See 14 CFR Part 235 and the Department’s January 13, 2015 notice concerning this rule, both of which can be found under “Reporting of loss, death, or injury of animals” at <https://www.transportation.gov/airconsumer/aviation-rules>. Note that the “Method to Submit the Required Reports” section of the January 13, 2015 notice has been superseded by the web form described below.

Covered carriers must submit a report to the Department for any month during which it experienced an incident involving the loss, injury or death of an animal during air transport. These reports are due within 15 days after the end of the month to which the information applies. In addition to these periodic reports, all covered carriers must submit an annual report of the total number of incidents involving the loss, injury or death of an animal and the total number of animals transported by the carrier. The first annual report, covering calendar year 2015, is due by January 15, 2016.

The Department’s Office of Aviation Enforcement and Proceedings (Enforcement Office) has established a World Wide Web address for the filing of the animal reports at <http://animalreport.ost.dot.gov/>. This system will enable covered air carriers to easily submit their reports through the Web. Carriers must use this system to submit their reports rather than sending the reports to the Department by mail or email.

In order to use the animal reporting system, covered carriers will need to register on the Web site before they can input information. To register, click on the hyperlink titled “No account? Register now...” in the blue sign-in box on the home page, and select your airline name from the dropdown list. If your airline is not listed in the dropdown list, enter the two-character IATA

airline code and airline name in the appropriate fields, then click the “Submit” and “Continue” buttons. Select your airline from the dropdown list on the next screen and click “Submit.” Then simply fill in the following registration information: Representative Name, Representative Title, Telephone Number, Email address, and a Username and password that you create. Carriers may also choose to enter additional contact information (i.e., address, city, state, zip).

Each air carrier will receive a confirmation from DOT that their registration has been accepted, or else a request for additional information; this may take up to two business days. This step is necessary to ensure that only authorized users can submit information. We encourage each covered air carrier to register with the Web site as soon as possible so that it will be prepared to submit its annual report of the total number of incidents involving the loss, injury or death of an animal in 2015 and the total number of animals transported by the carrier during that year by the January 15, 2016 deadline.

Once an airline representative creates an account, that representative will be able to access the Web site and submit the required information electronically. To create the annual report, click the “Annual Report” menu near the top of the screen. Enter the Death, Injury and/or Loss figures for 2015, and the total number of animals that your airline transported in 2015; then click “Submit 2015 Yearly Report.” Please note that in the annual report covered carriers must enter “0” for any category for which there is no reportable data. Consequently, even if you had no reportable incidents involving the loss, injury or death of an animal during 2015, you must file the annual report and include the number of animals that you transported. If you do not accept animals for transport, you must file the report and enter “0” for the number of animals transported.

By:

/s/

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An electronic version of this document is available at www.dot.gov/airconsumer.