Record all dispositions, and explosives use, no later than close of the next business day: include date of disposition, name/brand name of manufacturer/importer, manufacturer's marks of identification, quantity, description, size, and license/permit number of distributee.

Permittee Records (555.125(b))

Conduct and record annual inventory in DSMT (555.127). *Does inventory match DSMT?*
Record acquisition no later than close of next business day: include date of acquisition, name/brand name of manufacturer/importer, manufacturer's marks of identification, quantity, description, size, and license/permit number of distributee.

Distribution of Surplus Materials to Another Licensee/Permittee

Record all dispositions no later than close of next business day: include disposition date, name/brand of manufacturer/importer, manufacturer's marks of identification, quantity, description, and license/permit of distributee.
Verify licensee/permittee holds a valid ATF license/permit; obtain a certified copy of license/permit.
Obtain current list of names of persons authorized to accept delivery on behalf of purchaser.
Obtain certified statement of intended use.

Additional Information

ATF P 5400.7, Federal Explosives Law and Regulations and other useful pamphlets available at http://www.atf.gov/publications/explosives-arson/. See more web pages at http://www.atfgov/explosives/industry/.

Questions regarding specific operations may be sent to the Explosives Industry Programs Branch at eipb@atf.gov. Federal explosives licensees and permittees also may contact the local ATF office for further assistance or information. ATF office contact information is available at http://www.atf.gov/contact/field/.

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Office of Enforcement Programs and Services

ATF

Compliance Guidelines for Federal Explosives Licensees and Permittees

Compliance Guidelines

The Federal explosives regulations at 27 CFR, Part 555, provide specific storage, business operation, and recordkeeping requirements for Federal explosives licensees and permittees. This self-check pamphlet is intended as an aid to compliance with those regulatory requirements.

Since Last Inspection

- ☐ All previous violations corrected and instructions to avoid repeat violations followed.
- ☐ Notified ATF of any magazine changes, e.g., construction changes or new magazines added (555.63).
- ☐ New employee possessors or responsible persons (or changes of responsible persons affecting change of control) reported to ATF (555.57).
- ☐ Losses/thefts reported to ATF USBDC within 24 hours of discovery. If inventory did not match DSMT, completed ATF F 5400.5, *Report of Theft of Loss ~~E~~xplosives* (555.30).

Subpart K Storage

- ☐ Explosive materials stored in appropriate type magazine for specific class of explosives (555.203).
- ☐ Net explosives weight in magazine(s) does not exceed weight allowed in Tables of Distances (555.21-555.224).
- ☐ Magazines clean, dry, and free of rubbish. Explosive leakage stains cleaned and deteriorated explosives destroyed per manufacturer instructions. No spark-producing utensils or devices kept in magazines (555.215).
- ☐ Surrounding area clear of rubbish, brush, dry grass, or trees (under 10′ tall), for no less than 25′ volatile materials at least 50′ (outdoor magazine) (555.215).
- ☐ Padlocks protected by ¼″ steel hoods (for doors not secured on inside via bolt, lock, or bar) (555.207 - 555.211).
- ☐ Each door secured by 2 mortise locks; 2 padlocks fastened in separate hasps & staples; a mortise lock requiring 2 keys; a 3-point lock or combination of mortise and padlock. (Padlocks have at least 5 tumblers and casehardened shackles at least 3/8″ diameter) (555.207 - 555.211).

Note: Semi-trailers, trailers and similar vehicular type 5 magazines require only 1 unhooded lock.

Subpart F Conduct of Business or Operations

- ☐ License/permit posted and available for inspection (555.101).
- ☐ Transactions Among Licensees/Permittees and Among Licensees and Holders of User Permits (555.103):
- ☐ Verify licensee/permittee holds valid ATF license/permit; obtain a certified copy of license/permit.
- ☐ Obtain current list of names of persons authorized to accept delivery on behalf of purchaser.
- ☐ Obtain certified statement of intended use.
- ☐ Prior to transfer, verify person obtaining explosive materials by examining identification document, as defined in 555.11. (Not applicable to delivery by common or contract carrier.)

Delivery by Common or Contract Carrier

- ☐ Examine driver's license to verify identity of driver.
- ☐ Record name of common/contract carrier and full name of driver.

Distributions to Limited Permittees (LP) (555.105(b))

- ☐ LP may obtain explosive materials in State of residency for only 6 receipts in the 1—year period of the permit.
- ☐ LP completes ATF F 5400.4, *Limited Permittee Transaction Report*; provides form to the distributing licensee.
- ☐ Attach ATF F 5400.30, *Intrastate Purchase of Explosives Coupon* (IPEC).
- ☐ Must be referenced on one commercial invoice or purchase order.
- ☐ Must be delivered to LP in one shipment, at one time.
- ☐ Distributor to retain one copy of ATF F 5400.4 (either chronologically or alphabetically).
- ☐ Distributor to mail one copy to ATF.

After Delivery by Common or Contract Carrier to Limited Permittee:

- ☐ Verify and record common carrier, driver identity, and delivery verification information as required under 555.105(b)(6)(iii). See ATF Ruling 2003-5 for alternative means of verifying receipt of explosive materials.

Subpart G Records and Reports

- ☐ Keep records for 5 years from date of transaction (555.121).
- ☐ Records must be available for inspection (555.24).

Licensed Importer Records (555.122)

- ☐ Conduct and record annual inventory in Daily Summary of Magazine Transaction (DSMT) (555.127). *Does inventory match DSMT?*
- ☐ Record all importation and other acquisitions no later than close of next business day: include date of importation/acquisition, name/brand of manufacturer, country of manufacture, manufacturer's marks of identification, quantity, description and size.
- ☐ Record all dispositions no later than close of next business day: include date of disposition, name/brand of manufacturer, country of manufacture, manufacturer's marks of identification, quantity, description, size, and license/permit number of distributee.

Licensed Manufacturer Records (555.123)

- ☐ Conduct and record annual inventory in DSMT (555.127). *Does inventory match DSMT?*
- ☐ Record manufacture and other acquisitions no later than close of next business day: include date of manufacture/acquisition, manufacturer marks of identification, quantity, name/brand name or description and size.
- ☐ Record all dispositions no later than close of next business day: include date of disposition, name/brand name of manufacturer or name of importer (if any), manufacturer's marks of identification, quantity, description, size, and license/permit number of distributee.
- ☐ Record explosives manufactured for own use no later than close of next business day: include date of use, quantity and description. **Exception:** If manufactured for own use and used at the same site within 24 hours, no use record required.

Licensed Dealer Records (555.124)

- ☐ Conduct and record annual inventory in DSMT (555.127). *Does inventory match DSMT?*
- ☐ Record purchase and other acquisitions no later than close of next business day: include date of acquisition, name/brand name of manufacturer/importer, manufacturer's marks of identification, quantity, description, size, and license/permit number of person from whom explosives were received.