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| ATF-LS-FT8 Firearms Safety and Shooting Guidelines | Published Online: March 2018 |
| Authority: Technical Leader | |
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Scope:

This policy sets forth safety guidelines for the operation and shooting of firearms.

References:

ATF-LS-FT1 Examination of Firearms

Listed below are some general firearm safety inspection procedures during the initial receipt and examination of the firearm:

1. Ensure that firearm is not loaded.
2. Determine if firearm contains original components and, if needed, has it been modified.
3. Check mechanical integrity of firearm components. Specifically check the barrel component for obstructions, cracks, bulging or warping.
4. Check operability of firearm components and component sub-systems prior to test firing.

Listed below are the basic firing safety procedures for the actual shooting component:

The Shooting Facilities (SFs) consist primarily of the shooting range and bullet recovery tank room. These procedures could also be used for a snail trap facility.

1. Handle and treat all firearms as if they were loaded.
2. Always point a firearm barrel in a safe direction, preferably down range, with finger off the

trigger.

3. No smoking or eating in SFs. (Note: alcoholic drinking restrictions during working hours already in place.)
4. Never use a firearm under the influence of any substance that may alter alertness, or a medical condition that negatively affects your abilities to manipulate a firearm.
5. If you are not familiar with the firearm, ask for advice or assistance.
6. When not firing or in transit, keep firearm muzzle pointed up or down, unloaded with magazine removed and, preferably, in the out-of-battery position.
7. Always wear ear and eye protection when firing. Additional protective equipment, such as vests and full masks, is also available if desired or needed.
8. Keep firearm and ammunition at or near the shooting position and/or in immediate vicinity of shooter rather than at distant work tables.
9. Load one cartridge at a time while at the shooting position and ensure that projectile clears the bore after each firing unless examination dictates otherwise.
10. All shootings will be actively monitored by a safety spotter. Spotters and other observers should always be behind and, preferably, to one side of the shooter when at a shooting position.
11. Listen for shooting commands. Laboratory personnel or Laboratory designated personnel will have primary authority in the SFs.
12. Before firing, announce that you are in the shooting or ready to fire position, then allow several seconds ~~to~~ for others to put their ear and eye protection in place.
13. Fire toward the bullet trap: vary orientation of target, not firearm.
14. Empty firearm of ammunition with muzzle pointed downrange, and announce firearm cleared before leaving shooting line.

15. In case of misfire, keep firearm pointed downrange or in firing port for reasonable amount of time before attempting to unload and return firearm to the out-of-battery and/or safe condition position.
16. When measuring distances, keep hands behind the muzzle at all times.
17. All shooting participants should be briefed on SF safety rules and know locations of SF phones and first aid kits.