



TITLE: RANGE PROCEDURES			
Page 1 of 10			
ORIGIN DATE: November 1988	REVISION DATE: August 2001	REVISION #: 11	PROCEDURE #: SPO-403

TYPE: **SPO MANUAL, WEAPONS, AMMUNITION & CHEMICAL AGENTS**
AUTHORITY: Deputy Manager, Operations
Chairman, Firearms Safety Committee
Range Master

1. **PURPOSE:** To establish procedures for the operation of the Live Fire Range (~~Range~~) at ~~BB~~ Brookhaven National Laboratory.

2. **GENERAL:**

a. The Range has been designed to provide a safe facility for the conduct of grenade and firearms training and qualifications. While a number of safety features have been engineered into the design of the facility, the primary factor affecting the level of safety associated with facility operation is the human element.

b. For the purposes of this procedure the term or designation, ~~Range-Firearms~~ Instructor (~~RFI~~) shall mean BNL ~~Range-Firearms~~ Instructor, Law Enforcement ~~RangeFirearms~~ Instructor (~~LERFI~~), or BERA Certified Firearms Instructor (CFI). (Note: BERA also has a Range Safety Officer (RSO) that can run the line, but cannot instruct.)~~Certified Range Instructor (CRI)~~.

~~c. e.~~—Emergency response drills are conducted annually with the assistance of the Emergency Planning Coordinator to test the implementation of this plan.

3. **RELATED PROCEDURES**

- a. [SM 052, Range Master Duties & Responsibilities](#)
- b. [SPO 404, Chemical Agents/Smoke](#)
- c. [ADM 213, Reporting Incidents of Security Concern](#)

34. **PROCEDURES:**

a. **Range Management and Operations:**

(1) The Range shall be operated by the BNL Police ~~Group~~ in accordance with this standard operating procedure. The Range Master (RM) shall maintain a copy of the current procedure at the Range.

(2) Overall responsibility for facility operations rests with the Range Master (RM). All Police ~~Group~~ firearms training shall be conducted in accordance with lesson plans approved by the Deputy Manager, Operations, RM, Training Unit, and Firearms Safety Committee Chairman. The Firearms Safety Committee shall review the firearms program, procedures and lesson plans if there are major changes required in overall operations and requirements.

**SPO MANUAL, WEAPONS, AMMUNITION & CHEMICAL AGENTS
Range Procedures****SPO-403**

(3) A ~~Range-Firearms~~ Instructor (~~RFI~~) or ~~BERA RSO~~ shall be present at all times when the Range is in use. All live fire use of the Range shall be under the direct control of a ~~RFI/RSO~~. The qualifications and responsibilities of a ~~RFI~~ are further elaborated later in this document.

(4) Police Group use of the Range is scheduled through the Watch Commander (WC) by the ~~RFI~~ who shall be responsible for the facility's use.

b. Injuries at the Range: The following actions shall be taken immediately if someone is injured or requires medical attention at the Range.

(1) Firing shall cease immediately, weapons made safe, and the ~~RFI~~ notified. The ~~RFI~~ shall utilize the trauma kit, if required, and notify headquarters.

(2) Fire/Rescue EMTs shall be contacted directly or through Headquarters and directed to respond to the Range.

(3) Notifications shall be made to the SSD Manager and Deputy Manager, Operations. After hours, notification shall be made to the Staff Duty Officer who shall make the appropriate additional notifications.

(4) The scene shall be cordoned off, safeguarded as a crime scene, and an investigation initiated. *Note: If a weapon is involved, it shall be secured as evidence.*

(5) All injuries sustained during firearms ~~training~~related activities, regardless of degree, shall be reported immediately to the ~~RFI~~ who shall notify the WC. The WC shall ensure that a Police ~~Group~~-Incident Report is prepared describing circumstances and injury in detail. If a Police ~~Group~~-member is involved, the report shall be submitted by ~~RFI~~; if an outside agency is involved, the report shall be made by the agency's ~~Range-Firearms~~ Instructor or ~~Range sa~~Safety eOfficer present at the time of the event. The incident report shall be reviewed for completeness by the WC, signed, and forwarded to the Deputy Manager, Operations. In addition to this report, if injury requires, an occupational injury report shall be prepared.

Note: An injury sustained as the result of a firearms discharge is a DOE reportable occurrence. This applies to any agency or group using the live fire Range, or during any firearms related activities. Reporting guidelines have been established in DOE Order 232.1 and Notice 471.3, and shall be followed accordingly.

c. Duties and Authority of Range Instructor (RI):

(1) All ~~BNL~~ ~~RFIs~~ are cardiopulmonary resuscitation (CPR)/first aid trained and qualified annually. ~~Additional Specific~~-training on the handling of trauma and gunshot wounds is ~~included~~required.

(2) The primary duty of the ~~RFI/RSO~~ is to ensure the safe conduct of all activity at the Range. Accordingly, the ~~RFI/RSO~~ has absolute authority to direct all activities and personnel at the Range while the Range is in operation.

(3) The ~~RFI/RSO~~ shall notify the WC and the CAS before using the Range. Prior to live-fire use of the Range at night, the ~~RFI/RSO~~ shall ensure that the flashing red beacon is illuminated, and during daylight hours, that the Range flag is displayed. The ~~RFI/RSO~~ shall also ensure the "**Range In Use**" sign is displayed.

**SPO MANUAL, WEAPONS, AMMUNITION & CHEMICAL AGENTS
Range Procedures****SPO-403**

(4) Prior to beginning any live-fire activity at the Range, the RFI/RSO shall inspect the facility for hazards or potential hazards such as might be caused by the deterioration of safety features, such as the baffles, "eyebrows," etc. The inspection process shall include the completion of the Range Operation Checklist for BNL FirearmsRange Instructors form (see Attachment 1), which shall be submitted to the Range Master. This inspection shall include a full walk-through of the Range to look for hidden persons or animals. Any such problems detected shall be reported to the RM.

If the problem noted would make it dangerous to continue planned live-fire activities, those activities shall be suspended. The RFI/RSO shall also ensure that the presence of the hazard is communicated to all other RFI's/RSOs, so that no incident involving an identified hazard can develop.

(5) The RFI/RSO shall precede all live-fire sessions at the Range with a safety briefing that includes a review of the Range rules, courses of fire, learning objectives of the session, and any special safety considerations, including a pre-fire examination of the firearms. During this briefing, the RFI/RSO shall also define the "safe condition" to be employed on the command to make weapons safe. The RFI/RSO shall ascertain, to his/her satisfaction, whether the shooter has received basic training in the safe operation of the firearm to be used in the live-fire activity. If a shooter has not received basic safety training on the firearm, he/she shall not engage in live-fire.

(6) The RFI/RSO shall be alert to any signs of physical or mental deterioration in users of the Range, whether caused by excessive work hours or other factors, and shall deny participation of any user where, in the RFI's/RSO's judgment, such deterioration may have dangerous consequences.

(7) The RFI/RSO shall remain present and in command at all times that the Range is in use for live-fire. The RFI/RSO shall remain continually vigilant to ensure that all safety rules are followed. Those persons unwilling or unable to adhere to the Range rules shall be prohibited from continued use of the Range, and the incident shall be reported to the Range Master.

(8) The RFI shall ensure that only BNL-provided firearms are used by on duty Security personnel. The RFI/RSO shall verify that firearms and ammunition intended for use by other personnel are of the type sanctioned for use at the Range. At the conclusion of each live-fire session, the RFI shall ensure that all BNL firearms are cleaned and properly stored. While a firearm is being cleaned, no live ammunition shall be permitted in the cleaning area.

(9) After each live-fire session, the RFI/RSO shall ensure that all Range equipment is properly stored, all ammunition is accounted for, all empty cartridge cases and trash are policed, and the Range and storage shed are secured.

(10) The BNL RFI shall prepare a training report detailing each training activity. This report is submitted to the WC, RM, and the Armorer for review and processing.

(11) Only RFI's certified by the DOE Nonproliferation and National Security Institute (NNSI) as firearms instructors may conduct firearms qualification courses and certify security personnel as qualified with firearms. Only certified NNSI armorers may test fire firearms after repairs, adjustments, and approved modifications. Range regulations will be adhered to.

**SPO MANUAL, WEAPONS, AMMUNITION & CHEMICAL AGENTS
Range Procedures****SPO-403**

(12) RFI's are certified as Basic and/or Advanced firearms instructors. The Basic RFI's will conduct training for firearms skills as required, and to test for qualification with assigned firearms. Advanced RFI's will conduct all firearms training from the approved Police Group Lesson Plans, as assigned.

(13) The RFI/RSO shall ensure that the Range Rules and the four General Rules of Firearms Safety are posted in the pavilion.

d. RangeFirearms Instructor Qualifications: RFI's are those individuals who are certified under the authority of the DOE NNSI. DOE Order 440.1A states a Safety Officer or an Instructor with specific delineated responsibilities for Range safety shall be present during all firearms training activities. In accordance with DOE orders, the RM has approved the RFIs to perform this Range safety responsibility in addition to their instructional duties. ~~RFIs shall be cardiopulmonary resuscitation (CPR)/First Aid qualified.~~

SPO MANUAL, WEAPONS, AMMUNITION & CHEMICAL AGENTS
Range Procedures**SPO-403**e. Student to Instructor Ratios:

(1) The student/instructor ratio during live-fire shall not exceed:

(a) One-to-one when firing automatic weapons in the automatic mode (including double tap) for recruits, training, remedial training, and at all times at the grenade Range. Other one-to-one ratios include the conduct of any advanced course of fire with any firearm involving movement of the shooter down Range, or a fan of fire greater than 10 degrees.

(b) One-to-four for requalification with a submachine gun, rifle, or machine gun in automatic mode using controlled bursts of fire and for practice or training for personnel who have qualified on at least one automatic course of fire in the DOE Firearms Qualification Manual.

(c) One-to-six for all other weapons when fired in the semi-automatic mode (i.e., automatic rifle in semi-automatic mode, shotgun, semi-automatic rifle, and handgun). During night firing and initial training the instructor-to-shooter ratio shall be no greater than one-to-four.

f. Safety Equipment:

(1) Range rules require the wearing of eye and hearing protection during all live-fire exercises. ANSI approved safety glasses with side shields and barrier-type hearing protection are required to be worn while at the Range (participants and observers).

(2) The medical trauma kit shall be brought to the firing line at the Range by the **RFI** whenever the Range is to be used.

(3) Emergency medical technician personnel are available on site 24 hours per day. Communications with emergency services can be made from the Range via telephone and portable radio.

(4) Defective safety equipment shall be immediately removed from service and reported to the RM.

g. Firearms and Ammunition:

(1) The baffle and "eyebrow" systems at the Range enhance the overall safety of the Range by reducing the likelihood that a fired round can escape the Range, either directly or by ricochet. The specifications for the baffle and "eyebrow" systems ensure protection for firearms, using ammunition with capabilities equal-up to 7.62 NATO and 5.56 NATO caliber, when firing military ball ammunition. Solid metal jacketed rounds with muzzle velocity greater than 3,200 ft/sec are prohibited. Only department issued weapons and ammunition may be used by the BNL Police **Group**-members at the Range.

h. Standard Operations:

(1) Standard operations are defined as those firing exercises involving basic firearms familiarization, practice or qualification, from fixed firing points. Training shall be conducted in accordance with written lesson plans approved by the RM, the Training Unit, the Deputy Manager, Operations, and the Firearms Safety Committee Chairman.

SPO MANUAL, WEAPONS, AMMUNITION & CHEMICAL AGENTS
Range Procedures**SPO-403**

(2) The **RFI** shall ensure that shooters are positioned so that all firearms are fired from positions which will not circumvent baffle overlap systems.

(3) During all operations, shooters shall have sufficient visibility to identify their targets. During night fire, lighting shall be in accordance with the requirements of the approved NNSI lesson plan or during inclement weather, Range lighting shall be used, as necessary, to meet this standard.

i. Defective Weapons and Ammunition:

(1) Firearms found to be defective shall be tagged indicating the defect, removed from service, and reported to the Armorer. In no instance will a firearm suspected to be defective be fired.

(2) Defective ammunition shall be placed in the container provided at the Range for that purpose. A memo to explain the defective ammunition shall be prepared by the **RFI**, submitted to the Deputy Manager, Operations, and a copy to the RM. The RM will dispose of any defective ammunition by contacting and turning over the ammunition to the Suffolk County Police, Emergency Services Unit.

j. Magazines Damaged at Range:

(1) Each SPO is issued 87 rounds of 9MM ammunition and three (3) MP5 magazines. Damaged magazines shall be replaced immediately. Spare magazines are stored in the yellow cabinet in the armory for this purpose. The **RFI** shall yellow-tag damaged magazines, and leave them for the attention of the Armorer.

(2) These magazines shall not be used for replacement of lost magazines.

k. BNL Police Firearms and Range Regulations:

(1) These firearms and Range regulations provide a uniform set of standards and rules for the safe use of firearms. Throughout these regulations, the term "firearms" includes sidearms, semi and fully automatic weapons.

(2) The standards and rules contained in these regulations apply to all members of the Police Group, members/guests of the Brookhaven Employee Recreation Association's (BERA) Pistol and Rifle Club, Law Enforcement Agencies, and persons carrying or bringing firearms onto site.

(3) Adherence to this procedure shall assure that the requirements of both DOE and BNL regulations regarding firearms are met and that the safety of all personnel is given appropriate consideration.

l. Firearms on Site:

(1) No person, except members of law enforcement agencies, may bring or carry firearms on the site without specific authorization from the SSD Deputy Manager of Operations.

(2) On-site residents must store firearms with the Laboratory Police Group during their stay on site, ~~see BNL Standard Practice Instruction (SPI) 5.01, Site Administration, Section VIII, paragraph A.1.~~

SPO MANUAL, WEAPONS, AMMUNITION & CHEMICAL AGENTS
Range Procedures**SPO-403**

(3) Employees must store firearms with the Laboratory Police Group while they are on site.

(4) No firearms of any type may be fired on the Laboratory site (except by members of law enforcement agencies in the performance of their duties) except by authority granted by the SSD Division Manager or the Deputy Manager, Operations.

(5) No hunting of any kind is permitted on the Laboratory site.

(6) SPOs shall never carry a personal firearm while on duty or bring any illegal or unauthorized firearm on site.

m. **Reporting Requirements:** All unauthorized discharges of firearms, injuries, and any failure of associated equipment shall be reported as required by DOE Orders, to the appropriate Safety and Security Managers at DOE CH, SSD Offices and DOE Headquarters.

n. **The Range:**

(1) The Safeguards and Security Division is responsible for the BNL Range. The RM or TU is authorized and responsible for acting as liaison with outside groups wishing to use the Range, for scheduling these groups, and for providing general supervision of the Range. The use of the Range is limited to the BNL Police Group, the BNL BERA Rifle and Pistol Club, and Federal and local law enforcement agencies.

(2) BERA, Federal, and local organizations are not permitted to use the grenade Range. At the firing Range, they are not permitted to use turning targets, and are restricted to firearms whose capabilities do not exceed those of the 7.62 NATO caliber round. Solid metal jacketed rounds with muzzle velocity greater than 3,200 ft/sec are prohibited.

(3) In addition to these regulations, Range officers of Federal and local groups shall be provided with a copy of the Range Regulations and be required to sign a statement that the regulations are understood and shall be followed.

o. **Live Fire Range Controls:**

(1) **BNL Police:**

(a) A **RFI** shall be present at all times when the Range is being used by members of the BNL Police (see Attachment 2).

(b) A **RFI** is an individual who is a Certified Firearms Instructor under the authority of the DOE NSI and authorized and trained by the BNL RM to be responsible for Range safety during live fire activities.

(2) **BERA Rifle and Pistol Club:**

(a) The BERA gun club shall be permitted to use the police Range from 1200 to 1300, Mondays through Fridays. If they wish to use the Range during non-regular working hours, they shall contact the RM at ext. 7105/2235, or the Deputy Manager, Operations at ext. 4691.

SPO MANUAL, WEAPONS, AMMUNITION & CHEMICAL AGENTS
Range Procedures**SPO-403**

(b) If the Range is not in use by the BNL Police, and not reserved, permission may be granted. A BERA member who is a Certified Range Firearms Instructor (RFI) or Range Safety Officer (RSO) trained by the BNL Police shall be present at all times when BERA members use the Range (see Attachment 3). As indicated above, members shall store their firearms with the Police Group at Bldg. 50 while on site, except when transporting them to and from the Range.

**SPO MANUAL, WEAPONS, AMMUNITION & CHEMICAL AGENTS
Range Procedures****SPO-403****(3) Federal and Local Agencies' Use of Range:**

(a) Federal, state or local police organizations, wishing to use the BNL Police Range shall contact the RM (344-7105/2235), Deputy Manager, Operations (344-4691), or the Training Unit (344-4968) and request, complete, and return two copies of form, "Application for Use of BNL Firearms Range for Non-DOE Purposes" (See Attachment 4) and, by separate letter (see Attachment 5), indicate the Range Certified Instructor who will be present to supervise the shooters and provide the names of all shooters.

(b) Reserved Range times shall be listed on the "Public Folders", "All Public Folders", "Safeguards and Security", Range Use By Outside Agencies Calendar in Outlook.. These times shall be recorded by the RM or the Training Unit.

p. BERA, Federal, State and Local Police Organization Users Procedures:

(1) A representative of the organization shall come to Police Headquarters on the scheduled date to sign the Range log and record the names of all shooters.

(2) The CAS Sergeant shall notify the WC.

(3) In the case of Federal, state and local Agencies, the WC shall ensure that an "Application for Use of BNL Firearms Range for Non-DOE Purposes" has been submitted.

(4) The WC shall verify the **RFI** credentials and instruct the users that Range safety regulations shall be followed and that a telephone has been installed at the Range for emergencies. (Emergency number is 2222 or 911)

(5) The WC shall assign a supervisor to respond to the Range to unlock the Range gate and direct the CAS operator to make a radio announcement that the Range is in use. The supervisor shall verify that the "Range In Use" sign is displayed, that the Range flag has been raised, and the Range Inspection Checklist has been completed. **Note: For night time firing, the blinking red light shall replace the red flag.**

(6) The **RFI** shall be advised to notify Police Headquarters on Ext. 2238 when they are finished and shall await a supervisor's response.

(7) The responding supervisor shall ensure that the Range has been policed and if any problems are observed, be brought to the attention of the **RFI/RSO** and a report submitted to the RM, and secure the Range gate after determining that all is in order.

(8) Users shall supply their own firearms, ammunition and targets.

(9) Users shall police expended brass and trash at the Range.

45. REGULATIONS:

The BNL Firearms Safety Committee has established the following regulations for use of the Live Fire Range and the Grenade Range use. ALL users of the Range shall comply with these regulations. Any shooter violating these rules shall be removed from the range.

a. Four General Rules of Firearms Safety:

SPO MANUAL, WEAPONS, AMMUNITION & CHEMICAL AGENTS
Range Procedures**SPO-403**

- (1) All firearms are always loaded.
- (2) Never point a firearm at anything you are not willing to destroy.
- (3) Keep your finger off the trigger until your sights are on the target.
- (4) Be sure of your target and backstop.

b. Live Fire Ranges Regulations:

(1) Display "Range In Use" sign, raise flag or turn on blinking light at night; notify the police desk.

(2) Ensure a Qualified Firearms Instructor (FI) is present.

(3) Test the range phone and hand held radio to ensure telephone and radio communications are in working order.

(4) NO LONE SHOOTING PERMITTED AT THE RANGE. This means that a Firearms Instructor/Range Safety Officer (FI/RSO) will control the firing line at all times and WILL NOT BE A SHOOTER unless there is another FI/RSO present and in command of the range and the firing line.

(5) While at the Range, it is mandatory to use approved eye and sound barrier type-ear protection and other safety equipment as required by the FI/RSO.

(6) Unsafe conditions shall immediately be reported to the Range Safety Officer, Firearms Instructor or Range Master.

(7) Other than duty equipment, only firearms and ammunition scheduled for use on the firing line shall be brought to the line. An exception is when an on-duty shooter is qualifying with a firearm other than a handgun.

(8) A firearm shall only be exchanged with another shooter at the direction of the instructor who, prior to the exchange, shall verify that the cylinder or action of the firearm is open and that the chamber is empty. If a firearm is exchanged, both parties shall check it for safety.

(9) All firearms shall be carried in the manner specified in the approved instruction manual. All stances and grips employed will be as taught by the DOE/NNSI CTA.

(10) Firearms shall not be left unattended or unsecured.

(11) Fingers shall not be placed on a firearm's trigger or in the trigger guard until the sights are on the target.

(12) Firearms loading and firing shall commence ONLY on command.

(13) Shooters shall not be permitted to talk while on the line during a firing exercise, except in reply to an instructor as a part of the exercise or to shout a "cease fire" in an unsafe situation.

SPO MANUAL, WEAPONS, AMMUNITION & CHEMICAL AGENTS
Range Procedures**SPO-403**

(14) Until the firing line has been declared "Safe" by the Firearms Instructor/RSO, Shooters shall not bend over or move forward of the line.

(15) All shooters shall be trained and instructed on what constitutes an unsafe condition and to shout "Cease Fire" when such a condition is observed.

(16) Smoking, eating or drinking shall be prohibited while on the range.

(17) Alcoholic beverages and drugs are prohibited on DOE firing ranges. Shooters taking medication shall report this fact to the Watch Commander prior to reporting to the firing line.

(18) When automatic or semi-automatic firearms are being fired, shooters shall take precautions to prevent hot spent cartridges and gunshot residue from getting inside their clothing.

(19) When a training session is completed, each firearms shall be physically examined by the shooter and by the designated Range Safety Officer or Qualified Firearms Instructor to ensure that it is unloaded and in a safe (clear) condition before leaving the range. If the shooter is using a duty firearm, he or she may reload at the range if returning to duty.

(20) Shooters shall collect unexpended ammunition and return it to the Firearms Instructor to assure its proper accounting and disposition.

(21) Shooters shall collect spent cartridges for proper disposal, checking for live rounds.

(22) Shooters shall ensure that their firearms are properly cleaned, stored and secured after firing. Cleaning materials shall be properly stored and disposed of.

(23) While a firearm is being cleaned, live ammunition shall not be allowed in the cleaning area.

(24) Safety briefings shall include hazards associated with hot gasses venting from the specific weapons being used at the range.

c. Grenade Range Rules:

(1) Explosive weapons and grenades shall not be used on the target shooting side of the range.

(2) Only explosive devices and grenades shall be used on the grenade range.

(3) Display "Range In Use" sign, raise flag or turn on blinking light at night; notify the police desk.

(4) Ensure a Qualified Firearms Instructor (FI) is present.

(5) Test the range phone and hand held radio to ensure telephone and radio communications are in working order.

(6) Grenade Range Operations require a one-on-one instruction.

(7) Only one hand grenade allowed in the pit at any time.

(8) Only hand thrown grenades to be used on the range.

(9) Toss grenade **ONLY** on FI command.

SPO MANUAL, WEAPONS, AMMUNITION & CHEMICAL AGENTS
Range Procedures**SPO-403**

(10) Firearm Instructor Safety Briefing to be conducted on weapons capabilities, grenadier safety procedures and unsafe conditions to report a "Cease Fire".

(11) Unsafe conditions shall immediately be reported to the Range Safety Officer, Firearms Instructor or Range Master.

(12) Immediately obey all FI commands.

(13) All observers are required to remain outside (West) of the range gate.

(14) Participants wear authorized eye and ear protection.

(15) Chemical agents or smoke will not be thrown or fired if the wind will blow smoke or gas towards the Instructor, student or observers.

(16) Smoking, eating and talking, except to call a "Cease Fire" is prohibited.

(17) Immediately report unsafe conditions to the Instructor.

(18) Alcohol and drug influenced personnel are prohibited on the range.

(19) Grenadiers taking medications must inform the Firearms Instructor prior to range operations.

(20) All grenades shall be disposed of for recycling by placing the remnants in a separate container and notifying Procurement & Property Management, Bldg. 211, Ext. 4527.

(21) Procedures for Handling Unexploded Grenades:

- (a) Unexploded grenades shall not be approached closer than fifty feet for at least thirty minutes.
- (b) FI wearing face shield and gloves shall extend the telescopic dud grenade retriever to its maximum, pick up the dud grenade, and place it in the designated metal container (container is constructed of 10 gauge metal, measures 12" X 8" and is vented), and close and lock the container. When lifting/carrying, ensure the container vents are on the side furthest from the body.
- (c) The FI shall then place the metal dud grenade container into the steel in-ground dud grenade repository and lock the repository (both the locks and the keys to the dud grenade container and repository are controlled by the Police Group RM and FI).
- (d) The RM shall notify the WC who shall direct the CAS sergeant to make the appropriate Tour Report entry.
- (e) Upon notification the RM shall contact the Suffolk County Police Emergency Services Unit (ESU) to respond and dispose of the dud grenade.
- (f) Upon response of the ESU, the WC shall escort them to the range to unlock the repository and the dud grenade container.
- (g) When the grenade has been disposed of, the WC shall direct the Sergeant to make the appropriate Tour Report entry, and then submit a report to the RM and Deputy Manager, Operations.

~~a. The following regulations have been established by the BNL Firearms Safety Committee. These regulations shall be complied with by ALL shooters using the Range. Any shooter violating these rules shall be removed from the Range.~~

SPO MANUAL, WEAPONS, AMMUNITION & CHEMICAL AGENTS
Range Procedures**SPO-403**

~~(1) Display "Range IN USE" sign, raise flag or turn on blinking light at night; notify the police desk.~~

~~(2) Qualified Range Instructor (RI) is present.~~

~~(3) NO LONE SHOOTING PERMITTED AT THE Range, this means that a Range Instructor will control the firing line at all times and WILL NOT BE A SHOOTER unless there is another RI present and in command of the Range and the firing line.~~

~~(4) While on the Range, it is mandatory to use approved eye and sound barrier type ear protection and other personal protective equipment as required by the Range safety officer.~~

~~(5) Unsafe conditions shall be immediately reported to the Range Safety Officer, the RI, or the RM.~~

~~(6) Other than duty equipment, only firearms and ammunition scheduled for use on the firing line shall be brought to the line. An exception is when an on-duty shooter is qualifying with a firearm other than a handgun.~~

~~(7) A firearm shall only be exchanged with another shooter at the direction of the instructor who, prior to the exchange, shall verify that the cylinder or action of the firearm is open and that the chamber is empty. If a firearm is exchanged, both parties shall check it for safety.~~

~~(8) All firearms shall be carried in the manner specified in the approved instruction manual.~~

~~(9) Firearms shall not be left unattended or unsecured.~~

~~(10) Fingers shall not be placed on a firearm's trigger or in the trigger guard until the firearm is pointed at the target.~~

~~(11) Firearm loading and firing shall commence ONLY on command.~~

~~(12) Shooters shall not be permitted to talk while on the firing line during a firing exercise, except in reply to an instructor as a part of the exercise or to shout "cease fire" in an unsafe situation.~~

~~(13) Until the firing line has been declared "safe" by the firearms instructor, shooters shall not bend over or move over the line.~~

~~(14) All shooters shall be trained and instructed on what constitutes an unsafe condition and to shout "cease fire" when such a condition is observed.~~

~~(15) Smoking, eating, or drinking shall be prohibited while on the firing line.~~

~~(16) Alcohol beverages and drugs are prohibited on DOE firing Ranges. Shooters taking medication shall report this fact to the Watch Commander before reporting to the firing line.~~

~~(17) When automatic or semi-automatic firearms are being fired, shooters shall take precautions to prevent hot spent cartridge and gunshot residues from getting inside their clothing.~~

SPO MANUAL, WEAPONS, AMMUNITION & CHEMICAL AGENTS
Range Procedures**SPO-403**

~~(18) — When a training session is completed, each firearm shall be physically examined by the shooter and by a designated Range Safety Officer or qualified firearms instructor to ensure that it is unloaded and in safe (clear) condition before leaving the Range. If the shooter is using a duty firearm on the Range, he or she may reload that firearm at the Range if returning directly to duty.~~

~~(19) — Shooters shall collect unexpended ammunition and return it to a Range officer/instructor to ensure its proper accounting and disposition.~~

~~(20) — Shooters shall collect spent cartridges for proper disposal, checking for live rounds.~~

~~(21) — Shooters shall ensure that their firearms are properly cleaned, stored, and secured after firing. Cleaning materials shall be properly stored or disposed.~~

~~(22) — While a firearm is being cleaned, live ammunition shall not be allowed in the cleaning area.~~

~~(23) — Explosive weapons and grenades shall not be used on the target shooting side of the range.~~

~~(24) — Only explosive devices and grenades shall be used on the grenade Range.~~

~~(25) — Only one grenade at a time permitted in the grenade pit.~~

~~(26) — During grenade practice, all observers shall wear approved hearing and eye protection and must be outside (west) of the fenced area.~~

~~(27) — Chemical agents or smoke grenades will not be thrown or fired if the wind will blow the smoke or gas toward the instructor, student or observers.~~

~~(28) — Procedures for Handling Disposal of Unexploded Grenades:~~

~~(a) Unexploded grenades shall not be approached closer than fifty feet for at least thirty minutes.~~

~~(b) RI wearing face shield and gloves shall extend the telescopic dud grenade retriever to its maximum, pick up the dud grenade, and place it in the designated metal container (container is constructed of 10 gauge metal, measures 12" X 8" and is vented), and close and lock the container. When lifting/carrying, ensure that the container vents are on the side furthest from the body.~~

~~(c) The RI shall then place the metal dud grenade container into the steel in-ground dud grenade repository and lock the repository (both the locks and keys to the dud grenade container and the repository are controlled by the Police Group RM and RI).~~

~~(d) The RI shall notify the WC who shall direct the CAS sergeant to make the appropriate blotter entry. The WC shall then submit a report to the RM with a copy to the Deputy Manager, Operations.~~

~~(e) Upon receipt, the RM shall notify Suffolk County Police Department Emergency Service Unit (ESU) to respond and dispose of the dud grenade.~~

**SPO MANUAL, WEAPONS, AMMUNITION & CHEMICAL AGENTS
Range Procedures**

SPO-403

~~(f) Upon response of ESU, the WC shall escort them to the Range to unlock the repository and the dud grenade container.~~

~~(g) When the grenade has been disposed of, the WC shall direct the sergeant to make the appropriate blotter entry, and then submit a report to the RM and the Deputy Manager, Operations.~~

-

~~b. Four General Rules of Firearms Safety:~~

~~(1) All firearms are always loaded.~~

~~(2) Never point a firearm at anything you are not willing to destroy.~~

~~(3) Keep your finger off the trigger until your sights are on the target.~~

~~(4) Be sure of your target.~~

Attachments:

- (1) Range Pre/Post Operations Checklist
- (2) BNL Police Group Range Personnel
- (3) BERA Rifle and Pistol Club
- (4) Application for Use of Range for Non-DOE Purposes
- (5) Outside Agency User Statement

Reviewed by: ~~L. Butera~~R. Garcia, N. Griffin, R. Reaver, ~~K. Walker~~M. Timm

Reviewed and approved by: L. Butera and K. Walker

ATTACHMENT 1

RANGE PRE/POST OPERATIONS CHECKLIST

Range Firearms Instructors (~~RF~~I) shall complete this checklist whenever the range is used. Completed checklists shall be forwarded to the Training Unit for review. The Training Unit shall forward the completed form to the Deputy Manager, Operations for review and processing.

<u>ITEM TYPE</u>	<u>COMPLETED</u>
1. CAS notified of Range use.	_____
2. Firearms issued according to procedure.	_____
3. Range Equipment checked/present:	
a. Trauma Kit	_____
b. Eye/Hearing Protection	_____
c. Ammunition	_____
d. Targets, Stapler checked, Staples	_____
e. Radio	_____
f. Lesson Plan/Courses of Fire	_____
g. Stop Watches	_____
h. Target System/Target Control Unit	_____
4. Flip "Range In Use" sign	_____
5. Flag up/Light on	_____
6. Phone/PA operable	_____
7. Range inspected for safety/personnel in area	_____
8. Safety Briefing conducted	_____
9. Course of Fire/Commands executed properly	_____
10. Safety procedures enforced	_____
11. After Range use:	
a. Firearms cleared/loaded properly	_____
b. Range policed (i.e., brass, targets, etc.)	_____
c. Range/Shed secured	_____
d. Headquarters notified	_____
e. All ammo accounted for (returned)	_____
f. Direct shooters to clean firearms	_____
12. Training forms completed and submitted	_____

Additional comments/concerns: _____

~~RF~~I Signature _____

Date: _____

RM Signature _____

Date: _____

DMO Signature _____

Date: _____

Ref: SPO-403/SE133

File: PG 8.1.1

ATTACHMENT 2

BNL POLICE GROUP

RANGE MASTER

Kathleen Walker

ALTERNATE RANGE MASTER

Lt. Michael Timm

CERTIFIED FIREARMS INSTRUCTORS

~~Insp. Leonard Butera~~ ~~Lt. Peter Garcia*~~ ~~Capt. Michael Delph~~ ~~Lt. Steven McCune*~~ ~~Lt. Peter Garcia*~~ ~~Kathleen Walker~~
Capt. Thomas Gilbert Lt. Peter Garcia* Capt. Michael Delph Lt. Steven McCune*
~~Lt. David Peter*~~ ~~Capt. Michael Delph~~ ~~Kathleen Walker~~
~~Lt. Richard Rossetti~~ Lt. Richard Rossetti

* Advanced Firearms Instructor

DYE MARKER INSTRUCTORS

All of the above are qualified Dye Marker Instructors

RANGE SAFETY OFFICERS

All of the above are qualified as Range Safety Officers

ATTACHMENT 3

BERA RIFLE AND PISTOL CLUB

RIFLE AND PISTOL CLUB OFFICERS

President - James Durnan
Vice President - [Susan Foster](#)[Otto Jacobi](#)
Executive Officer - Edward Elliott
Secretary - Richard Conte
Treasurer - Vincent Lettieri
Safety Officer- James Durnan

ACTIVITY CHAIRS

Trap / Skeet - Susan Foster
Outdoor Rifle/Pistol - Joseph Gatz
Indoor Rifle - Edward Elliott

CERTIFIED RANGE INSTRUCTORS AND RANGE OFFICERS

last name	first name	BNL phone	Shotgun Officer/Instructor	Live Fire Officer/Instructor
Bambina	Bill	2765		instructor
Carlson	John	7869		officer
Congemi	Christopher	2238	officer	officer
Conte	Richard	5741	instructor	instructor
Cracco	Joe	3783		officer
Cracco	Joseph V	4660		officer
D'Alsace	Roy	3973	officer	officer
Davis	Roger	4084	officer	
Durnan	Jim	5993	officer	officer
Elliott	Edward			instructor
Figueroa	Louis	2238	officer	officer
Foster	Susan	5529	officer	
Gatz	Joseph	3120	instructor	instructor
Jacobi	Otto		instructor	instructor
Klages	John		officer	
Lettieri	Vincent	4092	officer	
LoPresti	Ray	5755		instructor
McCune	Steven	2231	officer	officer
McDonald	Dean	7733		instructor
Pomaro	Frank	4284		officer
Richardson	Richard		officer	
Robinson	Ted		officer	instructor
Scarlett	Clifford		officer	
Smith	Lisa	2238	officer	
Torre	Joseph	5856	officer	
Vaughn	John	7578	officer	officer
Zak	William	7316	officer	

3/18/02 ~~CERTIFIED RANGE INSTRUCTORS (RI)/RANGE SAFETY OFFICERS (SO)~~

~~Joseph Gatz~~ ~~—————~~ ~~Otto Jacobi~~
~~Edward Elliot~~ ~~—————~~ ~~Dean McDonald~~
~~John Mazzeo~~ ~~—————~~ ~~Raymond LoPresti~~

~~Jack Weinmann~~ ————— ~~Ted Robinson~~
~~Bill Bambina~~ ————— ~~Richard Conte~~

RIFLE AND PISTOL CLUB OFFICERS

~~President:~~ ————— ~~Joe Gatz~~

~~Vice President:~~ ————— ~~Jim Durnan~~

~~Secretary:~~ ————— ~~Richard Conti~~

~~Treasurer:~~ ————— ~~Vincent Lettieri~~

~~Executive Officer:~~ ————— ~~Ed Elliot~~

ATTACHMENT 4

APPLICATION FOR USE OF BNL FIREARMS RANGE FOR NON-DOE PURPOSES

INSTRUCTIONS TO APPLICANTS

Please submit two (2) copies of this form along with a completed Certification of Liability Insurance to Manager, Safeguards and Security Division, Brookhaven National Laboratory, Upton, New York 11973. Application and certificate must be received two weeks prior to requested date of use.

Name of Group or Organization:		Telephone Number:
Address (Number and Street)	Town or Village and Zip Code	County

INFORMATION REQUESTED FOR USE OF BNL FIREARMS RANGE

DATE & TIME REQUESTED:	From: Month, Day, Hour (am/pm)	Estimated Attendance:
	To: Month, Day, Hour (am/pm)	

CONDITIONS FOR USE OF BNL FIREARMS RANGE FOR NON-DOE PURPOSES

1. All users of the BNL Firearms Range shall comply with all rules and regulations governing visitors to the Laboratory site, as well as those rules and regulations specifically applicable to the use of firearms at the Range.
2. Users of the BNL Firearms Range must leave such property in good order after use.

"The following paragraphs are omitted for agencies of the U.S. Government"

3. The applicant agrees to indemnify and hold harmless the Government of the United States and Brookhaven Science Associates, their employees, officers, agents, or any other persons acting on their behalf, against loss or expense, including attorneys' fees, except in cases of the Government's or Brookhaven Science Associates' sole negligence, for damage because of bodily injury including death at any time resulting therefrom, sustained by any person or persons; or on account of damage to property arising out of or in consequence of the use of property covered by this agreement; whether such injuries to persons or damage to property are due or claimed to be due to any active or passive negligence of the Government of the United States or Brookhaven Science Associates, their employees, officers, agents or any other persons.

"Check the Appropriate Box Below"

4. This application shall be accompanied by a certificate of comprehensive general liability insurance with limits of not less than \$500,000 per person/\$1,000,000 per occurrence for bodily injury, and \$100,000 per occurrence for property damage. The Government of the United States and Brookhaven Science Associates must be named as additional insureds for this activity. Failure to do so will result in the disapproval of application.

or

- The applicant certifies that it is a self-insurer and that it will indemnify the Government of the United States and Brookhaven Science Associates in accordance with paragraph 3.

CERTIFICATION OF APPLICANT

We, as duly authorized representatives of the group or organization named in this application, have read and agree to abide by the above conditions.

Signature of Applicant	Telephone	Signature of Presiding Officer of Group/Org
Printed Name and Address of Applicant		Printed Name and Title of Presiding Officer

ATTACHMENT 5

**BROOKHAVEN NATIONAL LABORATORY
SAFEGUARDS AND SECURITY DIVISION
*POLICE GROUP***

OUTSIDE AGENCY USER STATEMENT

"Range-Firearms Instructors of Federal and local groups shall be provided with a copy of the Range Regulations and be required to sign a statement that the regulations are understood and will be followed before permission to use the Live Fire Range is given."

I _____ have received, read, and understand the Brookhaven National Laboratory Live Fire Range regulations.

Signature _____

Date _____