

**NRA RANGE TECHNICAL TEAM
FIELD NOTES FORM
NATIONAL RIFLE ASSOCIATION OF AMERICA
Range Services Department
877-672-7264
range@nrahq.org**

*This document is used to gather information about the facility for your report. Please take pictures.
Remember to destroy this document after you are through with your final report.*

NAME OF RTTA:

RANGE CASE NUMBER:

DATE ASSIGNED THIS CASE:

SUPERVISOR ASSIGNED:

DATE CASE OPENED:

DATE RANGE EVALUATION CONDUCTED:

ACTUAL NAME AND MAILING ADDRESS OF RANGE:

NAME OF THE POINT OF CONTACT (POC):

ADDRESS OF THE POC:

NAME, ADDRESS, PHONE, EMAIL OF ATTORNEY (if applicable):

WHO OWNS THE FACILITY/CLUB:

(Owned, leased, duration if leased, special provisions of lease - Provide name(s) of principals if possible)

STAFF/MEMBERSHIP:

Number of members:

How do you become a member:

Number of volunteers/paid staff:

ZONING OF THE RANGE PROPERTY:

(Commercial, agricultural, farming, residential, industrial, other)

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BRIEF HISTORY OF THE FACILITY/CLUB:

(Date established / any prior complaints / any and all improvements / newly established shooting disciplines)

RELATIONS WITH SURROUNDING THE COMMUNITY:

(Not applicable - Bad - Good - Excellent)

Discuss community relations aspects with the POC(s) and the assistance that can be provided through the NRA offered programs?

SIZE OF FACILITY:

(Number of firing points, distance, classrooms, retail area, etc.)

RANGE EVALUATION:

Who uses the range? What other additional organizations have access (ie. Law enforcement, 4-H, BSA, etc.)

How often is the range used?

What are the hours of operation?

Is the range manned or un-manned and how is the range accessed.

Any projectile escapement concerns?

Any Additional Comments?

If the firing range is not engineered or designed to accommodate the course(s) of fire described above, what recommendations do you have for any improvements?

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BRIEFLY ANALYZE THE RANGE SAFETY RULES:

DO THE RULES/HANDOUTS/POSTERS/SIGNS HAVE:

	<u>YES</u>	<u>NO</u>
A HEADING SHOWING THE CLUB's NAME, ADDRESS, PHONE NUMBER	_____	_____
A DATE THE RULES WERE APPROVED	_____	_____
A PREAMBLE SHOWING WHY THE RULES WERE ESTABLISHED	_____	_____
PRIORITY OF - FIREARM USE RULES	_____	_____
PRIORITY OF - RANGE OPERATIONS RULES	_____	_____
PRIORITY OF - RANGE ADMIN RULES	_____	_____
METHOD(S) OF DISSEMINATION OF RULES TO MEMBERS	_____	_____
POSTING OF RULES IN AREAS THAT ARE ALWAYS VISIBLE	_____	_____
HOW A MEMBER RECEIVES THE RULES	_____	_____
DOCUMENT MEMBER ACCEPTS CONSEQUENCES OF NON-COMPLIANCE	_____	_____
THE AUTHORITY FOR RULES HAVING BEEN ESTABLISHED	_____	_____
A REGULARLY SCHEDULED REVIEW DATE FOR RULES	_____	_____

Add any additional comments regarding range rules.

DESCRIBE EDUCATION AND TRAINING PROGRAMS FOR ALL RANGE USERS:

Are there any written/printed documents or verbal presentations used to educate or train all users regarding the range rules or procedures?

Key points that are associated with health? (Over exposure to airborne particulate lead and/or noise):

Key points that are associated with formal type training where a syllabus is on record and a certificate awarded:

Key points that are associated with On-The-Job Training (OJT) and where progress is measurable on record or not:

Did you obtain a copy of range rules:

Any Additional Comments?

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BRIEF DESCRIPTION OF ROAD ACCESS TO FIRING RANGE FACILITY:

(Paved, dirt, gravel, number of lanes, ownership, easement, right-of-way, etc.)

BRIEF DESCRIPTION OF PARKING FACILITIES:

Ownership.

Public or private.

Adjacent or non-adjacent to range.

Distance from range.

Number of spaces.

Number of accessible spaces

Paved or unpaved.

Is Entry and/or Exit safe?

Additional comments.

BRIEF DESCRIPTION OF REST ACCOMMODATIONS FOR RANGE SUPERVISORS, SHOOTERS,

SPECTATORS: (Clubroom, restaurant, classroom, assembly area, etc. If "None," so state)

SIGNAGE:

Are the signs legible and properly worded?

Are signs maintained?

BRIEFLY DESCRIBE WARNINGS TO INDICATE LIVE FIRING IS IN PROGRESS ON THE SHOOTING RANGE:

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OTHER FACILITIES AND/OR CONTROLLED AREAS

Restroom facilities

Eating area

Storage facilities for targets, carriers, etc.

Storage area for firearms

Maintenance closet (s) or area(s)

Gun cleaning and/or repair area.

Additional comments:

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OUTDOOR RANGE EVALUTION:

PHOTOS:

- Range Entrance Signage
- Approach
- Behind firing line
- If long line, both sides
- Downrange/ backstop
- Right side
- Left side
- Firing line from down range
- Range Rules/Safety
- Other Structures

DESCRIPTION OF EACH OF THE RANGES:

(Multi-purpose, High Power, Small Bore, Handgun, Shotgun, Police, Security, Combat, Special Purpose, etc.
Distance in Yards / Meters / Feet from firing line to target line)

SIZE OF RANGE:

- Name of range:
- How many shooting positions:
- Shooting benches? How many? Fixed or moveable? Accessible?
- Covered / Uncovered:
- Distance(s) for Range:
- Compass Direction of Fire:

BACKSTOP/SIDE BERM DESCRIPTION:

(Type - sand trap, water, escalator, venetian blind, snail, etc. Commercial built or built privately / Name of Commercial Designer Material(s) description. Describe evidence of debris, erosion, metal fatigue, cratering, lead build-up, etc.)

- Height of Backstop & Condition (need maintenance)
- Height of Side Berms/Material

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Briefly describe what is accessible beyond and directly behind the backstop and whether there is evidence of damage behind the backstop.

Any evidence or signs of back splatter, in terms of projectiles, or jacketing coming back towards the firing line. Is the back splatter caused by backstop in any way?
Any additional comments?

OTHER RANGE FEATURES:

- Overhead Baffles
- Ground Baffles
- Bullet Catchers
- Movable Barricades
- Face of Steel Plate Targets
- Range Floor/Grading

TARGET FRAMES:

What do they use to hold targets?

Material(s) wood, steel, aluminum, combination, etc. Turning, stationery, moveable, etc.

Electronic, pneumatic, manual, etc. Additional comments:

Firing lines marked? Target carriers marked?

GENERAL RANGE MAINTENANCE INFORMATION:

Describe general maintenance of the range.

Briefly describe what is accessible beyond and directly behind the backstop and whether there is evidence of damage behind the backstop.

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Loudspeaker or other communication system(s) Supervised - Actively controlled by a Range Officer

Range Control (range manned or un-manned) and how is the range accessed.

If the firing range is not engineered or designed to accommodate the course(s) of fire described above, what recommendations do you have for any improvements?

Any additional comments?

ENVIRONMENTAL MANAGEMENT

Best Management Practices for Lead at Outdoor Shooting Ranges

https://www.epa.gov/sites/production/files/documents/epa_bmp.pdf

Does the range have a written plan?

Lead Recovery?

Evidence of lead migration

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INDOOR RANGE EVALUATION:

NAME OF RANGE AND TYPE: (Multi-purpose, High Power, Small Bore, Handgun, Shotgun, Police, Security, Combat, Special Purpose, etc.)

- How many shooting positions:
- Accessible shooting positions:
- Covered / Uncovered:
- Distance(s) for range:
- Booth dividers
- Height of backstop & condition (need maintenance?):
- Issues observed on range:

PHOTOS:

- Range Entrance Signage
- Approach
- Behind firing line
- If long line, both sides
- Downrange/ backstop
- Right side
- Left side
- Firing line from down range
- Range Rules/Safety
- Range Roof

DESCRIBE THE PHYSICAL FEATURES ON THE RANGE:

Walls - Steel, cinderblock, wood, etc.

Ceilings - Type of materials used?

Floor - Monolithic, cracks, drain, gutters?

Type of backstop and condition:

Carpeting - Any or evidence of being there at one time?

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Green-powder build-up on floor surface, cracks, drains, where the floor meets the wall, etc.?

Entry / Exit – Marked or Un-Marked?

Exposed motors, sprinklers, or lights, etc.? Sound Mitigation Issues?

HVAC system meeting OSHA Standards/Air circulation

OSHA Lead Standards (Employer - Employee Relationship (Only not to include volunteers)

Ensure the range owner or operator is familiar with the 29 CFR 1910.1025, the Lead Standard for General Industry or the Lead Standard in his/her state if it is a State Plan State?

If the firing range is not engineered or designed to accommodate the course(s) of fire described above, what recommendations do you have for any improvements?

Additional comments:

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SHOTGUN RANGE EVALUATION:

PHOTOS:

- Approach
- Behind firing line
- If long line, both sides
- Downrange/ backstop
- Right side
- Left side
- Firing line from down range
- Range Rules/Safety

TYPES OF RANGES: (US or International)

Size and Number of Fields

Number of clays thrown per year for how long?

DESCRIBE THE SHOT FALL AREA:

Any new Projectile escapement concerns?

Water flow in shortfall area

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GENERAL RANGE MAINTENANCE INFORMATION:

Describe general maintenance of the range.

ENVIRONMENTAL MANAGEMENT:

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https://www.epa.gov/sites/production/files/documents/epa_bmp.pdf

Does the range have a written plan?

Lead Recovery?

Evidence of lead migration

Other Comments: