

I am the Range Technical Team Advisor (RTTA) assigned to your range and I am very much looking forward to visiting your facility and providing you with the assistance you requested.

What are your available dates/times for this on-site evaluation?

The visit will take approximately 4-6 hours. I will ask about the history of your range, your goals, your concerns, etc. We do a walk thru of the range(s). I will take lots of photographs, measurements, and more notes. Then, we will head back inside to discuss what was observed. You will know everything that will be in the report before I leave.

It is helpful if you can send me, or can have ready for me when I get there:

- What exactly are you expecting from this range evaluation?
- What specific concerns do you have?
- What specific ranges do you want me to review?
- Aerial maps / topographical maps / specially showing property boundaries.
- By-laws
- Standard Operating Procedures
- Range Safety Rules
- Lead Management Plan / Environmental Management Plan
- Newsletter
- Who owned the property and how is it zoned?
- How is the club incorporated?
- A copy of your Release Waiver
- Orientation materials or protocol used for information about the club and use of the ranges for new members
- Training materials and procedures for training Range Officers
- Administrative Rules
- Safety Plan

Any other pertinent documents you think may be helpful. Note: Not all ranges have a need for all the documents listed, but they help me have a better understanding of your range and how it is used.

Please don't hesitate to contact me if you have any questions or concerns either before or after the visit or there is a need to change the schedule.

Thank you,