

**APPENDIX E**  
**FIREARMS AND AMMUNITION STORAGE SITE CHECKLIST**

**Date:** \_\_\_\_\_

**Name and Location of Activity:**

**Location of Storage Site:**

**Name and Telephone Number of Regional Firearms Manager:**

**Name and Telephone Number of Responsible Program Manager:**

**Name and Telephone Number of Firearms Custodian:**

**Name and Telephone Number of Alternate Firearms Custodian (if appropriate):**

This storage site checklist is to be used by the responsible program manager to ensure that firearm custodians and employees who are assigned firearms and ammunition provide security to firearms and ammunition in accordance with the USGS Physical Security Handbook, 440-2-H, Chapter 10.

1. Firearms custodian

<b>ITEM</b>	<b>YES</b>	<b>NO</b>	<b>REMARKS</b>
Has a firearms custodian been designated for this site? If so, who is the designated firearms custodian? If not, will one be designated? When?			
Is a current roster of the firearms custodian/s and individuals who have access to storage containers maintained?			
If a roster is maintained, who keeps this roster?			
If a roster is maintained, is the roster protected from public view?			

2. Storage container requirements

<b>ITEM</b>	<b>YES</b>	<b>NO</b>	<b>REMARKS</b>
Is one of the following GSA approved security containers available for storage of firearms? All the specifications for the			

ITEM	YES	NO	REMARKS
<p>below listed containers are listed in the USGS Physical Security Handbook, 440-2-H. Applicable paragraph is listed for each container.</p> <p>(1) Map and Plan Security Container. This container is manufactured in both Class 5 and 6 models. It is available in weapons configurations for either rifles or pistols. (See Chapter 7, Paragraph 2D(2))</p> <p>(2) Vaults. (See Chapter 5, Paragraph 3)</p> <p>(3) UL labeled safes or weapons cabinets. (See Chapter 7, Paragraph 6)</p> <p>(4) In conjunction with a strongroom, lock-bar filing cabinet with a combination padlock or a security storage container manufactured prior to the GSA approval process. (See Chapter 5, Paragraphs 5A and B, and Chapter 10, Paragraph 2.A)</p> <p>(5) Locally fabricated storage containers that provide commensurate protections as stated in (1), (2), (3), or (4) above. The Bureau Firearms Manager must approve these.</p>			

### 3. Unassigned Firearms

ITEM	YES	NO	REMARKS
Are all firearms stored in one of the above secure, locked, and safe storage areas when not			

ITEM	YES	NO	REMARKS
assigned to an employee, while awaiting repair, or other circumstance resulting in the firearms being in the custody of a firearms custodian?			
Is access to firearm storage cabinets limited to those employees designated to issue firearms?			
Is the firearm storage area designated as a Controlled Area to control access to the area? (See Chapter 5, Paragraph 2)			
If more than 35 firearms are stored, is the area alarmed with a guard or police response?			

#### 4. Temporary or Residential Storage

ITEM	YES	NO	REMARKS
<p>When an employee is assigned a firearm and must temporarily store the firearm in his/her residence or other accommodations, is he/she informed to:</p> <p>(1) Secure the firearm in an unloaded condition?</p> <p>(2) Store the firearm in a locked container, cabinet, apparatus, device, storage room, or closet to preclude easy access by intruders, children, or other unauthorized persons?</p> <p>(3) Use a trigger guard lock or insert a padlock through the open cylinder or frame to render a firearm harmless?</p>			
ITEM	YES	NO	REMARKS

Has the firearms custodian been supplied with all applicable State laws governing firearms storage?			
Does the firearms custodian or applicable manager ensure that employees who store firearms have adequate storage facilities and locking equipment?			
Have the employees and firearms custodian been provided with State law explicitly designed to protect children from firearms? Some states require the individual to either securely store firearms or use a trigger guard lock, or both. Keys or combinations to locks should receive a high level of security attention.			
Is ammunition locked away from the firearm?			

#### 5. Unauthorized Storage

ITEM	YES	NO	REMARKS
Are all firearms stored in an authorized location? Except for temporary storage explained above, firearms should never be stored in an unauthorized location, including homes, offices, and should be secured in a location not accessible to unauthorized personnel and children.			

#### 6. Ammunition Storage

ITEM	YES	NO	REMARKS
Is ammunition stored in a separate container if the storage container does <b>not</b> meet the storage container requirements outlined in number 2 above?			
If the storage container requirements in number 2 above			

<b>ITEM</b>	<b>YES</b>	<b>NO</b>	<b>REMARKS</b>
are not met, do the separate storage facilities for the ammunition have separate locking mechanisms?			
Do the keys and combinations to ammunition security cabinets receive a high level of security?			
Is small arms ammunition such as rifle, pistol, or shotgun cartridges separated from materials classified by the U.S. Department of Transportation as flammable liquids, flammable solids, and oxidizing materials by a distance of 15 feet or by a fire partition having a fire resistance of at least 1-hour?			
Is small arms ammunition stored separately from Class A or Class B explosives (see Chapter 20, Safety and Environment Health Handbook (445-1-H) unless the storage facility is suitable for storage of explosive materials? (See NFPA 495, Explosive Materials Code.)			

#### 7. Lost or Stolen Firearms

<b>ITEM</b>	<b>YES</b>	<b>NO</b>	<b>REMARKS</b>
If a firearm is lost or stolen, are the instructions in Chapter 3, Paragraph 10B, USGS Handbook 440-2-H followed?			

#### 8. Disposal of Firearms

<b>ITEM</b>	<b>YES</b>	<b>NO</b>	<b>REMARKS</b>
Are excess firearms reported to GSA for transfer to other Federal agencies?			
If firearms are no longer needed, are they disposed of as scrap			

ITEM	YES	NO	REMARKS
after total destruction by crushing, cutting, breaking, or deforming to ensure that the firearms are rendered completely inoperative and to preclude their being made operative? (Note: This should be done in coordination with the Regional Firearms Manager.)			

#### 9. Disposal of Ammunition

ITEM	YES	NO	REMARKS
When ammunition is no longer needed for Federal use, is the local Department of Defense or law enforcement agencies requested to accept and dispose of the excess ammunition?			
When small arms ammunition is exposed to fire or damage by exposure to water, is the manufacturer contacted for disposal instructions?			