

Federally licensed importers must:

Maintain all records of explosive materials importation or other receipt, and shipment sale, or other disposition, whether temporary or permanent. Records must be retained in permanent form (e.g., commercial invoices, record books, computer records) on the business premises for 5 years from the transaction date or until the discontinuance of the business or operations. When going out of business, records must be sent to the ATF Out-of-Business Records Center.

Annual Inventory

Take an annual physical inventory of all explosive materials on hand and a special inventory when:

- Commencing business, (the explosives license effective date);
- Moving the premises location to another region;
- Discontinuing business; and
- At any time ATF may require in writing.

If the inventory does not match the DSMT, a full inventory and reconciliation of any discrepancies is strongly encouraged.

Explosive Material Acquisition

No later than close of the next business day following the date of importation or other acquisition of explosive materials, enter in a separate record:

- Date of importation or other acquisition;
- Company name/brand name of manufacturer and country of manufacture;
- Manufacturer's marks of identification;
- Quantity (in applicable units);
- Description (dynamite, blasting agents, etc.) and size (length and diameter or diameter only of display fireworks).

Explosive Material Distribution

No later than close of the next business day following the date of distribution to a licensee or a permittee, enter in a separate record:

- Date of disposition;
- Name or brand name of manufacturer and country of manufacture;
- Manufacturer's marks of identification;
- Quantity (in applicable units);
- Description and size; and
- License or permit number of person to whom the materials were distributed.

Maintain separate records of sales or other distribution made to nonlicensees or nonpermittees (such as law enforcement agencies), as prescribed by § 555.126.

Exporting Explosive Materials

Maintain records showing the manufacture or acquisition as prescribed above, and records showing the quantity, manufacturer's name or brand name of explosive materials, name and address of the foreign consignee of materials, and the exportation date.

This overview is intended as general guidance. The Federal explosives regulations at 27 CFR, Part 555 provide specific regulatory requirements for explosive materials. This overview is intended as an aid to compliance with those regulatory requirements not as a replacement.

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ATF Publication 5400.21
December 2011

U.S. Department of Justice
Bureau of Alcohol, Tobacco, Firearms and Explosives
Office of Enforcement Services and Programs



ATF

Recordkeeping Requirements for Explosive Material Importers



Importer of Explosives Record of Acquisition

Date of Importation/ Other Acquisition	Name or Brand Name and Country of Manufacturer	Manufacturer Marks of Identification	Quantity	Description and Size

Refer to 27 CFR 555.122(b)

Importer of Explosives Record of Disposition

Date of Disposition	Name or Brand Name and Country of Manufacturer	Manufacturer Marks of Identification	Quantity	Description and Size	License/Permit Number of Distributee

Refer to 27 CFR 555.122(c)