Ammunition Storage

1. Purpose / Background
   It is the policy of MIT to provide a safe and healthy environment for all members of the MIT community, which includes those persons utilizing the ammunition stored in the athletic center complex, the police department, and possibly other locations. Ammunition is stored onsite and the storage areas must provide safe and secure facilities to prevent fire, detonation, and theft. Towards that end, this SOP documents the procedures to be used for storage, retrieval, and disposal of ammunition.

2. Scope
   This SOP applies to those who store ammunition anywhere on the MIT campus and/or its satellites.

3. Prerequisites
   A supervisor or designee must monitor, among other things, any activity related to the storage and distribution of ammunition. Transactions involving the distribution and usage of ammunition shall be documented and readily available for auditing purposes.

4. Procedures
   - Anyone wanting to store ammunition at MIT at a site other than the ones approved for storage must first contact EHS and register the area for Approved Ammunition Storage.
   - Ammunition should be stored in a doubly-secure locked cabinet in a locked room; the environment must be a reasonably dry, controlled-temperature facility designed to maintain the integrity of the ammunition and its associated chemicals and trigger devices.
   - Ammunition shall be separated from materials classified by the US Department of Transportation as flammable or combustible liquids, flammable solids and oxidizing materials by a distance of 15 feet or by a fire partition having a fire resistance of at least one hour.
   - Ammunition shall not be stored together with explosives unless the storage facility is suitable for the storage of explosives.
   - Ammunition that has been exposed to fire or damage by exposure to water shall not be returned to commercial channels, or other individuals, for reasons of consumer safety. The manufacturer shall be contacted to obtain recommendations for disposal of damaged ammunition.

5. Roles & Responsibilities
   5.1 MIT EHS
   The MIT EHS Safety Program Deputy Director will be responsible for this SOP and supervise the member of the MIT EHS Safety Program named as the Lead Contact. The lead contact will conduct an annual inspection of ammunition storage areas, review any relevant documents, and submit a report.

   5.2 MIT Ammunition Storage
   Any DLC which stores ammunition will be supervised and maintained by a person approved by the DLC. If more than a total of 500 rounds of ammunition is stored, this person must possess an active Firearm Identification Card, an active Massachusetts state license to maintain firearms and ammunition on-site, and have demonstrated adequate experience and training to supervise the facility. Detailed information regarding storage areas and supervisors is contained in a restricted addendum to this SOP.
6. Training
Anyone supervising and maintaining the storage of ammunition at MIT must receive training in accordance with the National Rifle Association and the State Police of the Commonwealth of Massachusetts. Training course topics include procurement, receipt, storage, removal, and disposition of ammunition. The MIT Pistol & Rifle club’s pistol safety course meets the above mentioned criteria and is usually offered in the fall and spring of each year.

7. Monitoring Requirements
Ammunition usage is monitored through recordkeeping which includes purchase orders/packing slips, and dated records of how many rounds are removed from storage.

The ammunition storage facility may be inspected weekly or according to another convenient schedule. It includes observation of cabinets, physical checking of doors and drawers to verify the locked condition, and spot checking for signs of tampering or unauthorized removal of contents.

Although lead and ventilation are monitored at shooting stations and other locations, they are not monitored in storage areas, all of which are closed and locked.

8. Record Management
A DLC that stores ammunition must have a logbook detailing the dates, procurements, receipts, disbursements and disposition of ammunition. Further, it must include a section for accidents due to defective ammunition. Any injury resulting from an accident related to ammunition storage must be treated, recorded in the Record book, and reported to the EHS Safety Program Lead Contact.

The usage logbook must have tabulated for all ammunition the person withdrawing and returning ammunition, the associated date, time, and signature.

9. References
9.1 Standards
- 527 CMR 13.11: Small Arms Ammunition and Primers, Smokeless Propellants and Black Powder
- The Safe Explosives Act, and the Massachusetts General Law Chapter 140 Sections 121-132.
- Army Regulation 190–11
- Military Police Physical Security of Arms, Ammunition, and Explosives

9.2 Supplementary Documents

10. Definitions
10.1 From the Massachusetts General Laws:
Massachusetts General Laws, Chapter 140: Section 121. As used in sections 122 to 131P, inclusive, the following words shall, unless the context clearly requires otherwise, have the following meanings: “Ammunition”, cartridges or cartridge cases, primers (igniter), bullets or propellant powder designed for use in any firearm, rifle or shotgun. The term “ammunition” shall also mean tear gas cartridges, Chemical Mace or any device or instrument which contains or emits a liquid, gas, powder or any other substance designed to incapacitate.

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