

STANDARD OPERATING PROCEDURES

Washington County Tactical Range
25 Greaves Road
West Alexander, PA 15376

26-Dec-2024
Revision 29

Table of Contents

CHAPTER 1	1
Preamble:	1
Purpose of the Range:	1
Authorized Uses and Operations of the Range:	2
General:.....	2
Range Usage:	2
Range Membership Requirements:.....	3
Range Membership Termination:	3
Range Membership Fees and Renewals:	3
Mailing Address:.....	4
Sign-in Sheet:.....	4
Cameras:	4
Guest Policies:	4
Off-Limit Areas to Members:	4
Gun Transfers:	4
NFA Transfers:	5
Member Machine Gun Rentals:	5
Non-sanctioned commercial activity:	6
Medical Kits:.....	6
Range Requirements:	6
Official Letters of Reprimand, Member termination, 30-day bans:	6
Targets:	7
Range Closures:	7
Ranges and Shooting Areas:	7
• 100-foot Pistol Caliber Range:.....	7
• 30-foot Quick Draw Range:	8
• 50-yard Anything Range:	8
• 140-yard AR Range:.....	8
• 140-yard 22LR Range:	8
• 140-yard Bunker Range:	8
• 100-yard Sight-In Range:	8
Range Limitations and Safety Requirements:.....	9
Alcoholic Beverages and Drugs:	10
CHAPTER 3	10
Range Officers:	10
Schematic Layout of the Range:	11
Rifle and Pistol Range Rules:	12
Firearm Safety Rules:	12
General Range Rules:	12
Site Specific Rules:	13

Washington County Tactical Range / Standard Operating Procedures

Administrative Rules:	13
CHAPTER 6	14
Environmental Management Plans:.....	14
Lead.....	14
Range Commands:.....	14
CHAPTER 8	15
Emergency Procedures:	15
Emergency Response Sheet/Checklist:.....	15
Injury Report Form:	15
Accidents:	16
Unruly Persons:.....	16
Weather:	17
Firearm Stoppages and Malfunctions:	17
APPENDIX A	1
Officers of the Washington County Tactical Range	1
Manager and Chief Range Safety Officer (CRSO):	1
Range Secretary:	1
APPENDIX B	2
Release Form	2

Washington County Tactical Range / Standard Operating Procedures

CHAPTER 1

Preamble:

Washington County Tactical Range is committed to promoting safe recreational gun shooting and to encourage safe handling of firearms.

Washington County Tactical Range provides an open-range shooting concept adaptable to various shooting activities. The shooting areas are located in a rural setting separated from residential areas.

This document provides the standard operating procedures (SOPs) for the entire range.

Purpose of the Range:

Washington County Tactical Range is primarily intended for recreational shooting by its members. The range is also used for specialized shooting classes that are organized by the range and machine gun rental program. **SAFETY shall be the governing consideration at all times.**

CHAPTER 2

Authorized Uses and Operations of the Range:

General:

Washington County Tactical Range operates the range for the safe enjoyment of target shooting for its members.

The Range Officers, under the direction of the Range Safety Officer, and the staff of Washington County Tactical Range, have the responsibility for the administration and safe operation of these ranges. All members are required to follow all safety rules and act in a responsible manner.

Range Usage:

Overall range availability is at the discretion of the Washington County Tactical Range.

Normally, live fire recreational shooting for all members takes place 10:00 A.M. to 10:00 P.M. Monday to Saturday and 1:00 P.M. to 10:00 P.M. on Sunday. Range classes or authorized special events may fall outside these designated shooting times.

The Range is under the control of the RSO when present.

All decisions as to Range operation and safety are at the discretion of the RSO who are required to follow the guidelines put forth in these SOPs.

The RSO has the authority from the Washington County Tactical Range to shut down the Range if they deem it necessary.

In extreme cases, such as an accident or an unruly person as defined in this SOPs, **ANY MEMBER** may shut down the Range and the proper authorities (911 / Fire & Rescue Squad / Donegal Police) may be notified if necessary. Washington County Tactical Range CSRO Tredd Barton should **ALWAYS** be notified as soon as possible at 724-249-5112.

If you are using the range after sunset and before 10:00 pm, it's recommended (but not required) you send a text message at 724-249-5112 to inform us of low-light shooting. This is due to the neighbors contacting us about late night shooters, which we then have to come out and verify everything is okay.

Washington County Tactical Range / Standard Operating Procedures

Range Membership Requirements:

The requirement to be a range member is you must be 18+ years old, must pass a background check, must volunteer 4 hours the first year, and attend an orientation. Members may add their 16 and 17-year-old children to their membership for \$50 each, however the “Child Members” are not full members and must be accompanied by an 18+ year old member at all times and are allowed to shoot by themselves. Once a child reaches 18 years old, they can no longer be added as a child member on the next renewal date and must apply for full membership.

Members must endeavor at all times to be people of high character; members must show respect for others inside and outside of the range; and members must conduct ourselves in ways that favorably reflect on ourselves, the communities we live in, and Washington County Tactical Range.

Range Membership Termination:

The Chief Range Safety Officer (CRSO) has the sole discretion to withdraw the membership of any member at any time for any reason including without cause.

Membership at Washington County Tactical Range is “at will”, which simply means the CSRO can terminate your membership without recourse.

Range Membership Fees and Renewals:

Current membership fees:

- Initiation Fee for new members: \$97.50
- Yearly membership fee: \$97.50
- Spouse and children (16 & 17 years old) are \$50.00 apiece
- Lifetime membership: \$1,500.00 plus initiation fee if applicable.
- Adding spouse to Lifetime membership: \$750.00
- Renewal Late Fee: \$50.00

Note: Any member who does not pay their yearly renewal fee within 60 days after their due date will have their membership revoked. They can re-apply at a later date; however, there will be a \$50.00 late fee along with their \$97.50 renewal fee.

Washington County Tactical Range / Standard Operating Procedures

Mailing Address:

Range mailing address is:

WCMG LLC
162 Main Street.
West Alexander, PA 15376

Sign-in Sheet:

Members are required to sign in before getting any equipment out of their vehicles. Please print clearly your name and range ID number. ONLY mark down what ranges you will actually be using.

Cameras:

There are multiple cameras on site recording pictures, videos, and sound. By using the range, you agree to allow us to record you.

Guest Policies:

No guests are allowed.

Off-Limit Areas to Members:

The following areas are off limits to range members:

- Down range of the AR Range, 22LR Range, Bunker Range, 100-Yard Range, and 300-Yard Range.
- The Conex box / Shipping Container area near the 50-Yard Range.

Gun Transfers:

You can tell sellers our FFL license can be found on the bottom left of our website. We can also pick up your firearm purchases from Cabales for a \$25 fee. We are no longer transferring firearms for non-members and they will be directed to call Darren Iams FFL in West Alexander. Transfer fees for members are:

- \$10 Transfer fee for life members
- \$20 Transfer fee yearly members

Washington County Tactical Range / Standard Operating Procedures

** Additional firearms transferred at the same time are ½ price.

NFA Transfers:

We do transfer NFA items including Destructive Devices (DD's), Machine Guns, Silencers, AOW's, Short-Barrel Shotguns, and Short-Barrel Rifles. Transfer fees are:

- \$25 for Life members
- \$50 for Yearly members
- \$100 for non-range members

Member Machine Gun Rentals:

Every Thursday from May 1st to Nov 1st, members may rent machine guns from Washington County Tactical Range's parent company WCMG LLC with the following exceptions: M134 Minigun, all belt-feds, Glocks, BAR, Breta-37, MP5-10mm, STEN 4 & 5, FAL's, Kriss Vector, MAC-10, MP-40, Degtyaryov (DPM), and Mini Uzi. Note: List may change without notice. Rentals are for one hour. Rental cost for M16's are \$50/hour and all other MGs are \$75/hour.

Rental Rules:

- Members must contact us no later than Friday beforehand to schedule a Thursday rental. A non-refundable credit card payment will be taken over the phone for the rental during scheduling. We will need to know what rental time and what MG you want during scheduling.
- Rentals are every Thursday from 10:00 am to 8:00 pm.
- Only active range members who also rented a MG may be present.
- Members are allowed to shoot other rental MG's as long as they themselves rented a MG.
- WCMG will provide one magazine per MG. This allows the MG to cool between loading the magazine. Members may NOT bring additional magazines.
- The member provides the ammunition with these stipulations:
 - Must be from a major manufacturer in sealed factory box with exception for bulk packaging.
 - Must be Full Metal Jacket (FMJ).
 - Must have brass casings with an exception for Russian calibers.
- If a MG fails to perform within reasonable reliability, the member should immediately contact a range RSO to have a replacement MG delivered. Your rental hour time will restart at the time of the delivery of the replacement MG. If no replacement MG is available, member has the option to reschedule a rental at a future date or request a refund.

Washington County Tactical Range / Standard Operating Procedures

Non-sanctioned commercial activity:

Written pre-approval is required for any commercial activity. Examples are classes that students pay to attend (even single student training), the creation of videos for commercial social media sites such as monetized YouTube channels, paid photographer shoots, etc. If you are unsure if your planned activity is allowed, ask beforehand.

Medical Kits:

There are medical kits at most ranges in the white-painted ammo cans. If you ever use anything out of the kit, contact CRSO Tredd Barton so we can replace it with a new sealed kit.

Range Requirements:

Range members may use the ranges even when a RSO is not on duty.

No one under 16 is ever permitted on the property including the parking lots.

Members are required to sign in before getting any equipment out of their vehicles.

Official Letters of Reprimand, Member termination, 30-day bans:

Violation of any rule will minimally result in a reprimand. The level of reprimand is solely decided by the officers of the range. The 3 possible reprimands are:

- Letter of Reprimand for minor infractions. Multiple letters of reprimand within a 12-month period may result in your membership being terminated.

Example: Throwing trash on ground. Not picking up your brass.

- 30-Day Ban. After the 30-day ban, the member will be required to attend another Range Orientation and pay a \$20 reinstatement fee.

Examples: Not putting your range ID number when you sign the log-in sheet. Incorrectly checking what ranges you will be using that day on log-in sheet.

- Termination of Range Membership. This is a lifetime ban from the range including all events.

Washington County Tactical Range / Standard Operating Procedures

Examples: Bringing non-paper targets onto the range. Your rounds not impacting dirt backstops. Unsafe behavior that endangers other shooters. Shooting anything you should not be shooting, e.g., wildlife, signs, breach door, bridges, shooting tower, shipping containers, storage magazines, etc. Shooting outside posted hours. Bringing a non-member to the range.

Targets:

Only paper or cardboard targets are allowed to be brought onto the range. When placing targets on the target stands, be sure the target placement will not impact the stand frames or anything else you should not be shooting.

Range Closures:

The Range will be closed for all shooters for special events approved by Washington County Tactical Range. Closures will normally be posted 30-days in advance in the bulletin boards and on our website.

Range is **always** closed on Easter day and Christmas day.

From April 1st to Nov 1st, the 50-yard range is closed every Saturday for public machine-gun shooting.

Special events are posted on the website under menu item “Classes”

Ranges and Shooting Areas:

The definition of “No machine gun firing” does not specifically mean only machine guns can create this rate of fire. If you are bumping the trigger with your finger causing “machine gun rate of fire”, then you are in violation of the rule of “No machine gun firing” unless you are on the 50-yard range. “Rapid Fire” is not machine gun firing. If you don’t know the different, then slow down your rate of fire.

- **100-foot Pistol Caliber Range:**

Pistol calibers only. No machine gun firing. Members are allowed to move and shoot, do weapon transitions, holster drawing, etc. The following calibers do NOT qualify as pistol calibers: 5.56, 223, 7.62x39, and FN 5.7x28 as well as any rifle caliber. 22LR is allowed. All targets must be positioned so that shots impact the dirt backstop. Keep a minimal of 50’ away when shooting at metal targets. Once you are done shooting, move all non-metal targets, drums, 9-hole obstacles off to the side of the range and clean up any brass, garbage, targets, etc. from your visit.

Washington County Tactical Range / Standard Operating Procedures

- **30-foot Quick Draw Range:**

Handguns only chambered in a pistol caliber. No machine gun firing. Members are allowed to move and shoot, holster drawing, etc. FN 5.7x28 does qualify as a pistol caliber on this range. All targets must be positioned so that shots impact the dirt backstop. No rifle calibers allowed.

- **50-yard Anything Range:**

No limitations on weapon, caliber, or rate of fire. Members are allowed to move and shoot, do weapon transitions, holster drawing, etc. All targets must be positioned so that shots impact the dirt backstop. This is the only range that shotguns and machine guns are permitted. **NOTE:** From April 1st to Nov 1st, this range is closed every Saturday for public machine-gun shooting.

- **140-yard AR Range:**

AR-15's chambered in 223 Rem or 5.56 NATO **only**. No machine gun firing. Members are not allowed to move and shoot, not allowed to do weapon transitions, not allowed down range. Shooters can only target preplaced metal targets.

- **140-yard 22LR Range:**

22LR Rifles only. No machine gun firing. Members are not allowed to move and shoot, not allowed to do weapon transitions, not allowed down range. Shooters can only target preplaced metal targets.

- **140-yard Bunker Range:**

Rifles only. No machine gun firing. Members are not allowed to move and shoot, not allowed to do weapon transitions, not allowed down range. Shooters can only target preplaced metal targets.

Allowable Calibers: 5.56, 223, 308, 7.62x51, 7.62x39, 5.45x39, 7.62x25, 30 carbine, 5.7x28, 22LR, 303 British, 300 AAC BLK, and all pistol calibers.

- **100-yard Sight-In Range:**

Rifles only. Any caliber allowed below 50BMG. No rapid fire. Precision shooting only with 5 seconds between shots. No one is allowed down range. If sighting in your rifle, start at 10 yards, then 25 yards, then 50 yards, then 100 yards. Before leaving the range, move the target holder back to under the roof. Your target must be placed on the bottom section of the target

Washington County Tactical Range / Standard Operating Procedures

holder. Maximum target size of 12”x12”. IF YOU SHOOT above the line where your target goes, you must immediately report it to us including texting us a picture of your bullet holes. Failure to report holes above line and failure to sign in at 100-yard range sign-in book are all permanent membership bans.

- **300-yard Steel Range:**

Rifles, scoped handguns, and 40mm launchers allowed. No machine gun firing. Members are not allowed to move and shoot, not allowed to do weapon transitions, not allowed down range. Shooters can only target preplaced metal targets.

Allowable Calibers: Up to and including 458 SOCOM may be used with exceptions for no Magnum calibers allowed. Black powder rifles up to 54 caliber are allowed. Few examples of calibers that are **not** permitted: 338 Lapua, 50BMG, 300 Winchester Magnum, .300 Weatherby Magnum, etc. **ASK** about your caliber before using it if you have any question about that caliber.

Range Limitations and Safety Requirements:

Shooters will:

- a. Always follow the 5 rules of firearm safety:
 - Treat every gun as if it were loaded.
 - Always point your gun in a safe direction.
 - Never point your gun at anything you don't intend to shoot.
 - Keep your finger off the trigger until you're ready to shoot.
 - Be sure of your target and what's beyond.
- b. Always ensure NO ONE touches any weapons for any reason when someone is down range.
- c. Always obey the cease fire command from anyone on the range.
- d. Always pick up your brass and police any garbage including used paper targets.
- e. Always ensure movable targets are positioned so that shots impact the backstop.
- f. ONLY bring paper or cardboard targets to range. No other targets are permitted to be brought onto range.
- g. Always ensure that any animals are NOT harmed in anyway.
- h. Always ensure to report unsafe behavior immediately by calling Chief Range Safety Officer at 724-249-5112.

Washington County Tactical Range / Standard Operating Procedures

- i. Only fire authorized firearms and ammunition for the range they are using.
- j. Only fire at authorized targets. Firing at cans, bottles, printers, signs, etc. is strictly prohibited except for special event days.
- k. Always ensure that all projectiles must impact dirt and stay within the established Range safety limits.
- l. Always wear ear and eye protection at all times while at the range, even when not actively firing a weapon.
- m. Always obey all commands of a RSO when on duty.
- n. Always ensure NO ONE under 16 is part of your group.
- o. Always ensure NOT to use any range when “Range Closed” sign is up for range maintenance.

Alcoholic Beverages and Drugs:

Washington County Tactical Range operates under a zero-tolerance alcohol and drugs policy. Alcoholic beverages and drugs are strictly prohibited on the property. Anyone observed using them or deemed to be under their influence is not permitted to use or remain on the Range and the person(s) involved will be reported to the RSO or CRSO.

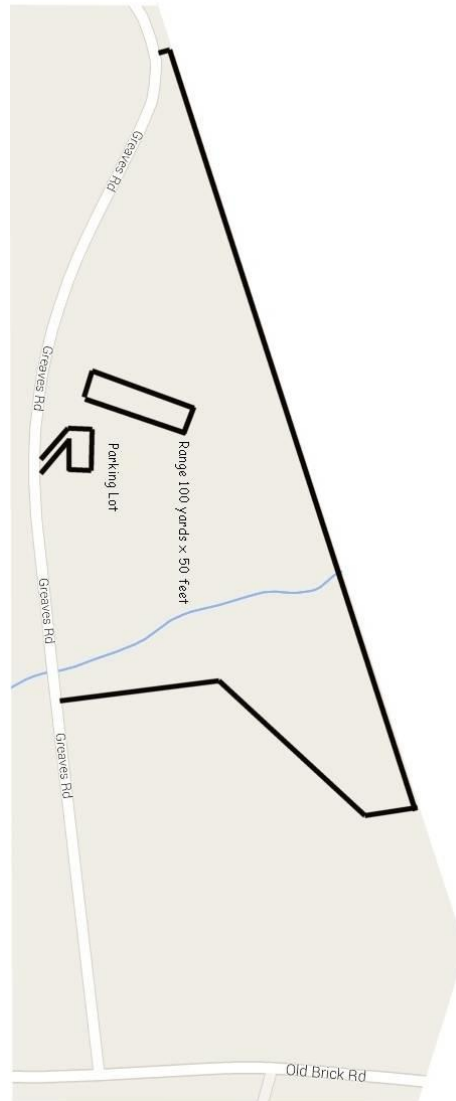
CHAPTER 3

Range Officers:

The range is administered by Washington County Tactical Range (aka WCMG LLC) and Chief Range Safety Officer (CRSO) Tredd Barton.

CHAPTER 4

Schematic Layout of the Range:



CHAPTER 5

Rifle and Pistol Range Rules:

Firearm Safety Rules:

- Treat every gun as if it were loaded.
- Always point your gun in a safe direction.
- Never point your gun at anything you don't intend to shoot.
- Keep your finger off the trigger until you're ready to shoot.
- Be sure of your target and what's beyond.
- Be sure the gun is safe to operate
- Know how to use the gun safely
- Use only the correct ammunition for your gun
- Wear appropriate eye and ear protection
- Never use alcohol or drugs before or while shooting. Range has a zero-tolerance policy regarding alcohol on the property.
- Store guns so they are not accessible to unauthorized persons
- Be aware that certain types of guns and shooting activities may require additional safety precautions.

General Range Rules:

- Know and obey all Range rules
- RSOs are responsible for all operations of the Ranges. Obey all of their commands or those assigned to help them. If no RSO is present, members are responsible for the operations of the range they are using.
- Know where all persons on the range are at all times.
- Shoot only at authorized targets.
- Do not handle a firearm or stand on the firing line where firearms are present while others are downrange.
- **Stop shooting immediately upon the command "Cease Firing".**
- Follow hygiene guidelines by minimizing exposure to airborne particulate lead (clean hands and clothes) and limit the presence of pregnant women.
- Ear and eye protection are mandatory for all shooters.
- Each shooter may have more than one firearm at a time available at their firing point. Firearms not in use will be cleared of all ammunition with the actions open or effectively blocked, or otherwise made safe. Holstered firearms are exempt from this rule.
- All firearms carried from the parking lot to the individual ranges must be unloaded except for holstered firearms.

Washington County Tactical Range / Standard Operating Procedures

Site Specific Rules:

Permitted:

- Firearms up to and including 50 BMG.
- Black powder rifles, muskets, and pistols up to 54 caliber.
- Any size shotgun, however only on the 50-yard range.
- NFA items including MGs, SBRs, SBSs, AOWs, DDs, and Suppressors / Silencers.
- Any size magazine.
- Shotguns firing rifled slugs or sabots.
- Grenade Launchers up to 40mm shooting chalk / marking rounds.

Not permitted:

- Tracer, Incendiary, armor piercing, flares, dragon breath shotgun shells, explosive ammunition, or any ammo that can start a fire.
- Shooting at unauthorized targets (cans, bottles, wildlife, etc.)
- Loaded firearms carried on or off the firing line except for holstered handguns.
- Dry firing, practice drawing, or aiming behind the firing line.
- Cannons or mortars
- Any weapon larger than 50 caliber with exceptions for black powder, Grenade Launchers, and shotguns.
- Flamethrowers except for special event days.
- “Grenade Launcher” ammo other than chalk / marker rounds.

Administrative Rules:

Parking

- All users of the Range must park in one of two parking lots.
- If a member is the last one to leave the parking lot 2, lock the gate behind you.
- We remove the lock from parking lot 2 once freezing weather arrives due to the lock freezing shut, so members should just wrap the chain around the gates to give the appearance of it being locked.

CHAPTER 6

Environmental Management Plans:

Lead

- Washington County Tactical Range realizes the many benefits of having a sound lead management system including:
 - our continuing stewardship of the environment, natural resources and the wildlife that calls our range home.
 - improved community relations.
 - improved aesthetics of the range/good business practices.
 - increased profitability through recovery/recycling lead, a valuable and finite resource.
 - reduced public scrutiny.
- We follow the “Best Management Practices for Lead at Outdoor Shooting Ranges” manual published by the United States Environmental Protection Agency, recently revised in 2005.
- Currently we are on a 10-year testing plan with our first round of lead testing slated for 2030. The results of those tests will determine, if any, what best practices should be adopted and implement for the best management practices for managing lead at our facility.

CHAPTER 7

Range Commands:

"Range is hot"

This means that shooters may handle their firearms on the firing line. They may also handle their firearms in the ready area provided the actions are open or otherwise made safe. Load only on the firing line. At all times the 5 basic safety rules must be observed.

"Range is cold"

This means that the range is closed with respect to handling any firearms either on the line or in the ready area. All firearms are to be cleared; magazines removed, actions open or made safe. Long guns must be racked. Hand guns may lay on the bench with the action exposed for verification by an RSO. All shooters after benching their firearms must step back from the firing line.

Washington County Tactical Range / Standard Operating Procedures

Firearms may only be transported between a range and member's vehicle when a range is cold and there is no one downrange.

"Commence firing"

This command should be given by the Duty RSO after the range is declared hot. It informs the shooters that they may begin firing at authorized targets.

"Cease fire"

Whenever this command is given all shooters must immediately stop shooting, remain in position with the firearm pointed in a safe direction, and wait for further instructions.

NOTE: This command may be given by anyone who observes an unsafe condition on the range.

CHAPTER 8

Emergency Procedures:

Emergency Response Sheet/Checklist:

Emergency Response Sheet/Checklists are located in Appendix A of this SOP.

Place the date of the emergency as the Effective Date:

Check off each step in the checklist as it is completed. If an item on the checklist is not applicable to the emergency situation, check it off and note "NA" to indicate it was not overlooked.

Injury Report Form:

Injury Report Form is located in Appendix B of this SOP.

Designate one of the RSOs to initiate the Injury Report Form and keep notes on what is occurring with times.

Fill in the DATE and TIME on the cover sheet. The same DATE and TIME should be reflected in the "Date of Injury" and "Time of Injury" boxes on page 1 of the Injury Report Form.

Washington County Tactical Range / Standard Operating Procedures

Fill in every box on the Injury Report Form. If there is no information available for a particular box or the box is not applicable to the event, indicate so in the box to indicate it was not overlooked.

Identify any witnesses to the event, provide them with a “Witness Statement”, and request that they fill it out in as much detail as possible.

Collect “Witness Statements” and attach them to the Injury Report Form when completed.

Witness Statements are located in Appendix B of this SOP behind the Injury Report Forms.

Accidents:

Minor accidents - Cuts, sprains, dislocations, etc.

Administer first aid as required.

Major accidents: - Heart attack, choking, broken limb, gunshot wound, etc.

1. Duty RSO (if present) or ANY range member should close down the Range (Take charge of the situation)
2. Administer first aid (Render aid)
3. Call 911 to report accident (Call for help). If no cell phone is available, the gas station at Exit 1 has a phone. NOTE: Your 911 call may be routed to WV 911 call center, immediately tell them you need the Pennsylvania 911 call center.
4. Station people to direct emergency vehicles to the Range.
5. The closest hospital is 20 minutes at:

Wheeling Hospital
1 Medical Park
Wheeling, WV 26003
6. The President, Chief RSO, and the Washington County Tactical Range should also be notified as soon as possible.

Unruly Persons:

For the purposes of these SOPs, an unruly person is anyone who refuses to

Washington County Tactical Range / Standard Operating Procedures

follow the commands of an RSO.

Move from top to bottom on this list depending upon how the situation develops:

1. Order the person off the Range Complex and report his/her name to the Chief RSO.
2. Close down and secure the Range Complex and evacuate the area.
3. Notify the Donegal Police and request assistance.

Weather:

In the event of severe weather that could endanger the lives of shooters and spectators, the RSO should close down the Range and evacuate the area. The RSOs will decide what to do if the weather clears. If no RSO is on duty, then shooters will themselves decide if the range should be closed.

Firearm Stoppages and Malfunctions:

Any firearm stoppage or malfunction can cause serious safety problems if not handled correctly. All shooters need to be prepared for these occurrences.

Definitions:

Stoppage - an unintentional interruption in the operational cycle of a firearm.

Examples: Bolt fails to lock cartridge in position, a stove pipe in a semi- automatic pistol, double feed, failure of a cylinder to rotate in a revolver, etc.

Malfunction - failure of a firearm to function as designed or to fire satisfactorily.

Two categories:

Firearm malfunction like a broken sear or firing pin

Ammunition malfunction like a misfire, hang fire, squib load

Shooters should consider any stoppage or malfunction as a major safety hazard and should know the difference between the two.

Washington County Tactical Range / Standard Operating Procedures

There are eight basic steps in the operating cycle of a firearm and a stoppage can occur in any one of the steps. The eight basic steps are:

1. Feeding: The face of the bolt makes contact with the base of the cartridge at the top of the magazine and pushes it toward the chamber.
2. Chambering: The bolt continues forward and pushes the cartridge into the chamber.
3. Locking: As the bolt continues forward, the locking lugs move into the locking recesses in the barrel, locking the cartridge into the chamber.
4. Firing: The trigger is pulled to the rear causing the firing pin to strike the primer and fire the cartridge.
5. Unlocking: As the bolt moves to the rear, the locking lugs rotate out of the locking recesses.
6. Extracting: As the bolt moves rearward, the extractor withdraws the cartridge case from the chamber.
7. Ejecting: As the face of the bolt passes over the ejector, the case strikes the ejector and is kicked outward through the ejector port.
8. Cocking: As the bolt moves rearward, the firing pin moves into a cocked position.

Note: These are the eight basic steps of a firearm operational cycle but not all firearms follow these steps in exact order. For example, revolvers do not extract and eject between shots.

If a shooter experiences a malfunction where the firearm fails to function as designed, the cause will be due to the firearm itself or the ammunition.

A malfunctioning firearm must be unloaded and removed from the firing line. An example of a malfunctioning firearm is a semi-automatic rifle that doubles, i.e. fires two rounds when the trigger is pulled. Such a gun is a hazard on the range and the owner should be advised to take the gun to a qualified gunsmith.

Ammunition malfunctions can be classed as:

Misfire where a cartridge fails to fire after the primer is struck by the firing pin

Washington County Tactical Range / Standard Operating Procedures

Hang fire where there is a perceptible delay in the ignition of the cartridge after the primer has been struck by the firing pin.

Squib load where there is less than normal pressure or bullet velocity after ignition of the cartridge.

Normal procedure for handling misfires or hang fires is to:

Keep the gun pointed downrange (safe direction)

Wait at least 30 seconds in case it is a hang fire and at least two minutes in the case of muzzleloaders before attempting to unload.

Normal procedure for handling squib loads is to:

Stop firing immediately

Keep the gun pointed downrange

Unload the gun -- make sure the chamber is empty

Insert a cleaning rod down the barrel from the chamber end (if possible) to make sure the bullet is not lodged in the barrel.

All shooters must be particularly vigilant to observe any gun malfunctions, stoppages, or ammunition malfunctions and be prepared to move to the shooter's aid.

Remember throughout the entire process of stoppages and malfunctions to adhere to the three NRA rules of safety.

Problems with the normal operation of a firearm pose special safety conditions which must be managed by on duty RSO or shooters themselves. All RSOs should be familiar with the operation and functioning of all firearms that they are liable to encounter on the range.

Whenever a stoppage or malfunction occurs, RSOs must be particularly vigilant. With the exception of Active or Retired LEOs and CCW holders with current credentials, under no circumstances should a loaded firearm be permitted to leave the range.

APPENDIX A

Officers of the Washington County Tactical Range

Manager and Chief Range Safety Officer (CRSO):

Tredd Barton

724-249-5112

tredd@washingtoncountyguns.com

Range Secretary:

Megan Bonus

megan@tredd.com

Washington County Tactical Range / Standard Operating Procedures

APPENDIX B

Release Form

PARTICIPANT AGREEMENT, RELEASE AND ASSUMPTION OF RISK

In consideration of the services of TREDD'S SOFTWARE SOLUTIONS LLC, D.B.A. WCMG LLC, WASHINGTON COUNTY MACHINE GUNS LLC, WASHINGTON COUNTY TACTICAL RANGE LLC, their agents, owners, officers, volunteers, employees, and all other persons or entities acting in any capacity on their behalf (hereinafter collectively referred to as "TSS"), I hereby agree to release, indemnify, and discharge TSS, on behalf of myself, my spouse, my children, my parents, my heirs, assigns, personal representative and estate as follows:

1. I acknowledge that my participation in shooting range, machine gun rentals and high explosive training and instruction activities entails known and unanticipated risks that could result in physical or emotional injury, paralysis, death, or damage to myself, to property, or to third parties. I understand that such risks simply cannot be eliminated without jeopardizing the essential qualities of the activity.

The risks include, among other things: the use and carrying of firearms, high explosives; latent or apparent defects or conditions in equipment, whether or not supplied; participation may result in the undersigned or third parties being shot by a firearm; ricochets from targets or projectiles; suffering hearing loss; eye injury or loss; major injuries are a risk as are sprains, strains, scratches, bruises, abrasions, cuts, lacerations, broken bones, fractures, musculoskeletal injuries including head, neck, and back injuries; injuries to internal organs; loss of fingers or other appendages; inhalation or contact with airborne contaminants and or flying debris; transmissible pathogen or disease; the negligence of other visitors, participants, or other persons who may be present.

Furthermore, TSS personnel have difficult jobs to perform. They seek safety, but they are not infallible. They might be unaware of a participant's fitness or abilities. They may give incomplete warnings or instructions, and the equipment being used might malfunction.

2. I expressly agree and promise to accept and assume all of the risks existing in this activity. My participation in this activity is purely voluntary, and I elect to participate in spite of the risks.
3. I hereby voluntarily release, forever discharge, and agree to indemnify and hold harmless TSS from any and all claims, demands, or causes of action, which are in any way connected with my participation in this activity or my use of TSS's equipment or facilities, including any such claims which allege negligent acts or omissions of TSS.
4. Should TSS or anyone acting on their behalf, be required to incur attorney's fees and costs to enforce this agreement, I agree to indemnify and hold them harmless for all such fees and costs.
5. I certify that I have adequate insurance to cover any injury or damage I may cause or suffer while participating, or else I agree to bear the costs of such injury or damage myself. I further certify that I am willing to assume the risk of any medical or physical condition I may have.
6. In the event that I file a lawsuit against TSS, I agree to do so solely in the state of Pennsylvania and I further agree that the substantive law of that state shall apply in that action without regard to the conflict of law rules of that state. I agree that if any portion of this agreement is found to be void or unenforceable, the remaining document shall remain in full force and effect.

By signing this document, I acknowledge that if anyone is hurt or property is damaged during my participation in this activity, I may be found by a court of law to have waived my right to maintain a lawsuit against TSS on the basis of any claim from which I have released them herein. I also agree that this document is valid for subsequent visits and participation at TSS. I have had sufficient opportunity to read this entire document. I have read and understood it, and I agree to be bound by its terms.

Print Name _____ DOB _____ Phone Number _____

Address _____ City _____

State _____ Zip _____ Email _____

Signature of Participant _____ Date _____

PARENT'S OR GUARDIAN'S ADDITIONAL INDEMNIFICATION (Must be completed for participants under the age of 18)

In consideration of the following minor(s): (print name(s) and DOB(s)) _____

being permitted by TSS to participate in its activities and to use its equipment and facilities, I further agree to indemnify and hold harmless TSS from any and all claims which are brought by, or on behalf of minor(s), and which are in any way connected with such use or participation by minor(s).

Parent or Guardian: _____ Print Name: _____ Date: _____