

STANDARD OPERATING PROCEDURES

RIFLE RANGE

BEEGHLY HEALTH & PHYSICAL EDUCATION BUILDING

Environmental & Occupational Health & Safety

YOUNGSTOWN STATE UNIVERSITY

Reviewed May 29, 2009

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References

Lead Exposure and Design Consideration for Indoor Firing Ranges, U.S. Department of Health, Education and Welfare, December 1975.

Purpose

The purpose of the standard operating procedure (SOP) is to provide a centralized written document for guidelines in the maintenance and use of the Youngstown State University Rifle Range located in Room 116, Beeghly Health and Physical Education Center.

Responsibility

The YSU Police Department is responsible for the use and scheduling of the Rifle Range. The University Facilities Department is responsible for maintaining the physical facilities and the Department of Environmental and Occupational Health and Safety (EOHS) will assure the facility is adhering to health and safety codes.

Applicability

The Maintenance SOP is applicable to all individuals performing any type of maintenance in the rifle range (janitorial operations, cleaning the target trap, changing filters, etc.). The recommended Work Practices, Section II, U.S. Department of Health, Education and Welfare, Lead Exposure and Design Consideration for Indoor Firing Ranges, December 1975, shall be used as a reference for individuals utilizing and/or maintaining the rifle range.

Safety

1. All individuals utilizing the rifle range are responsible for safety and will comply with all safety directives.
2. All maintenance personnel are responsible for their own safety and will comply with all safety directives.
3. There will be no smoking, food or drinks consumed in the rifle range.
4. While in use, no maintenance person will go down range or forward of any firing point for any reason unless directed to do so by the controlling official.
5. Maintenance employees and janitorial staff will follow the Standard Operating Procedure when performing maintenance or janitorial duties in the range.

Ingress and Egress Procedures

The following procedures will be adhered to by all maintenance employees with slight modification for function performed.

1. Turn the lights on.
2. Turn on switch under the control panel to energize the ventilation system.
3. Wear appropriate personal protective equipment as needed to perform the function and/or operation. All persons who need to wear respiratory protection must be part of the University's Respiratory Protection Program and be fit tested by EOHS personnel before performing any duties requiring the use of a respirator.
4. Complete the function and/or operation.

5. Dispose of any contaminated clothing by placing in a plastic bag and discarding in the dumpster.
6. If a respirator is used, it must be properly cleaned and disinfected. Disposable respirators can be bagged with contaminated clothing and disposed of in the dumpster.
7. Wash hands thoroughly.
8. Turn off the switch under the control panel. Note: there will be a one hour delay for the ventilation to automatically shut off.
9. Turn the lights off.
10. Secure the room.

The following procedures will be adhered to by all janitorial staff. Janitorial staff will perform cleaning functions only in the gallery and the office. They will not perform any cleaning of the range.

1. Turn the lights on.
2. Complete function and/or operation.
3. Wash hands thoroughly.
4. Turn lights off.
5. Secure the room.

Key Control

1. The “Master Keys” will be maintained by the key control area of the Facilities Maintenance Department.
2. Only the following departments will have keys to the rifle range.
 - a. YSU Police
 - b. Facilities Maintenance Department
 - c. EOHS
3. No key to any area of the rifle range will be reproduced or duplicated without permission of the Executive Director of Facilities Maintenance.

Points of Contact

YSU Police.....	330-941-3527
EOHS.....	330-941-3700
Facilities Maintenance Executive Director.....	330-941-3235
Environmental Control, Facilities Maintenance.....	330-941-3576
YSU Student Health Services.....	330-941-3489

Emergency

1. In case an accident or emergency occurs at the rifle range, the following procedures will be followed.
 - a. Notify Campus Emergency at extension 911
 - b. Notify EOHS at extension 3700
2. In all cases, include the nature of the accident or emergency.

Maintenance

General

Youngstown State University Facilities Maintenance Department is responsible for the physical facilities and range maintenance.

Maintenance Repair and Cleaning Schedules and Procedures

Normal Cleaning

1. Normal cleaning will be done with an approved vacuum system equipped with HEPA filters

HVAC Filters

1. Filters will be changed every month.
2. Employees will be required to wear personal protective equipment, gloves and a NIOSH approved respirator when changing filters.
3. Contaminated filters will be bagged, secured and transported to EOHS for proper disposal.
4. New filters will be put in place.
5. Dispose of throw away outer garments and gloves by placing them in a plastic bag and disposing of in the dumpster.
6. Wash hands thoroughly.

Target Track Cleaning

1. Target tracks will be cleaned each semester or as needed.
2. Employees will be required to wear disposable outer garments, gloves and a NIOSH approved respirator when cleaning the target tracks.
3. The HEPA vacuum shall be used to clean the floor once the target tracks are cleaned, if needed.
4. Dispose and throw away outer garments and gloves by placing them in a plastic bag and discarding in the dumpster.
5. Employees shall shower after performing track cleaning. The head, face and hands should be thoroughly lathered to remove any lead dust.

Gallery and Office Floors

1. The gallery and office will be stripped and re-waxed each semester or as needed.
2. Care will be taken to minimize dust.
3. The cleaning of the gallery and floors will be initiated and coordinated by YSU Police.

Health and Safety Evaluation

1. EOHS will coordinate and schedule surveys as needed under actual firing conditions for time-weighted average samples to determine airborne lead exposure.
2. EOHS will decide on the agency that will perform the test and oversee the activities.

3. EOHS will coordinate blood lead testing for employees whose job duties include regular maintenance and/or cleaning of the rifle range.
4. Due to the nature of lead intoxication (poisoning), it is imperative any section or division of the university performing maintenance in the range be knowledgeable of the hazards present. Anyone who is unsure of how to deal with the hazards of lead or if they are uncertain in how to perform their task safely, should contact EOHS before performing their assigned task. Also, only those authorized to perform maintenance in the range should be doing so.
5. If unusual firing conditions exist over and above a normal semester load, additional testing may be required.
6. Unusual range operations and events may alter the scheduled maintenance and testing of the range.
7. Determination of unusual conditions will be made by the Chief of YSU Police.
8. As needed, the sand in the bullet trap will be removed and replaced or sifted depending on the amount of contamination. This will be accomplished on a contractual basis with a hazardous waste company and in compliance with all elements of the Resource Conservation and Recovery Act. EOHS will coordinate the removal or sifting of the sand.

Use and Scheduling

1. The use and final approval of scheduling of this facility is the responsibility of the YSU Police Department.
2. The use of the facility by authorized University departments (Human Performance and Exercise Science, Military Science, Police Academy, etc.) must be coordinated with the YSU Police Department.
3. The use of the facility by outside law enforcement agencies must be coordinated through the YSU Police Department. Only authorized law enforcement agencies are permitted use of the facility.
4. Any request for the use of this facility by any other outside group (Boy Scouts, etc.) must be approved and coordinated by the YSU Police Department and EOHS.

Firing Regulations

The Chief of YSU Police will determine what caliber of ammunition will be fired in the rifle range.