



Temporary Storage Program Standard Operating Procedures (SOP)

(Form 4473 and Background Check Required upon Return of Firearms)

The process described below must be followed each time a customer participates in our Temporary Firearms Storage program.

- Have customer read through agreement and sign where necessary.
- Employee must also sign where necessary.
- Write down the firearm(s) information on Form A attached to the agreement.
- Take the firearm(s) to the inventory department to be checked-in to the bound book.
- Write note in customer's profile in the POS stating the date they are starting temporary storage, the type of firearm, and the log # from the bound book.
- Put the firearm(s) in box/bag with the paperwork and a note that says Temporary Storage, the date the storage term started, date it will expire, customer name, and log #.
- Store firearms separately from store inventory.
- Call customer a week prior to the expiration date to remind them the storage term is about to expire.
- When customer comes in to retrieve their firearm(s), they must complete the Form 4473 and background check before receiving them.
- Put a note in the customer's profile in the POS stating the log #, the date that they picked up their firearm(s), and that the temporary storage agreement is filed with the 4473.

Temporary Storage Program SOP (continued)

Additional BATFE Guidance

The BATFE guidelines, outlined in an open letter published in July 2023, provide guidance on how to facilitate temporary storage at your facility:

<https://www.atf.gov/firearms/docs/open-letter/all-ffls-july-2023-open-letter-safe-storage/download>

Some additional notes:

After a firearm(s) is deemed abandoned under the terms of the agreement for this program, the facility can decide to attempt to resell the firearm(s). It is recommended that the facility wait an additional two months and attempt resale only if the firearms are safe, operational, and in re-sale condition. Any firearms that cannot be resold can be considered for parts. For any firearms that cannot be resold or repurposed for parts and need to be destroyed, follow the proper procedures outlined by the ATF: [How to Properly Destroy Firearms](#), and write “destroyed” in the disposition field for the associated log numbers in the A&D book, per ATF recordkeeping requirements: [ATF Recordkeeping Requirements](#).