

NOTICE OF REVISION/CHANGE

TO

POLICY AND PROCEDURE MEMORANDUM #27

SUBJECT: STANDARDS FOR USE OF BLACK POWDER AND
DEMONSTRATIONS

TO: ALL POLICY & PROCEDURE MEMORANDUM HOLDERS

EFFECTIVE DATE: NOVEMBER 29, 1982; AMENDED SEPTEMBER 8, 1983;
AMENDED DECEMBER 21, 1984; REVISED FEBRUARY 8,
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REVISION DATE: MARCH 16, 2000, AUGUST 19, 2009

The revision contained herein includes the addition of a "Release of Liability, Covenant Not to Sue, and Hold Harmless Agreement" identified as "Appendix F" that was not included in the previous March 16, 2000 revision.



ASSISTANT SECRETARY

This is revision No. 8 to this PPM with an original effective date of November 29, 1982.

IMPORTANT:

Insert this revision notice in PPM file preceding all other information on this subject to maintain a current document file.

POLICY AND PROCEDURE MEMORANDUM #27

SUBJECT: Standards for Use of Black Powder and Demonstrations
TO: All Policy & Procedure Memorandum Holders
EFFECTIVE DATE: November 29, 1982

PURPOSE:

This establishes the policy of State Parks authorizing the use of black powder weapons at State Parks facilities. The policy is designed to minimize the potential risk by implementing a program of standards, training, certification, and inspection. This program is designed to ensure that both park employees and visiting living historians are properly certified, the required safety procedures for storing and handling black powder are implemented, the proper procedures for firing reproduction historical weapons are identified and followed, and equipment is maintained in a safe condition.

POLICY:

DEFINITIONS

- I. Demonstration - a living history program involving State Parks and/or volunteers who will show how to use, fire, and care for historical weapons.
- II. Encampment - living history program involving volunteers who will conduct various demonstrations at different times over a period of one or more days.
- III. Reenactment - a living history program involving volunteers who will simulate combat representing a historical event.
- IV. Host/Host Unit - a volunteer or group who contracts to sponsor an encampment or reenactment on State Parks property.

BLACK POWDER CERTIFICATION

- I. Certification of State Parks Employees
 - A. Historical Weapons Officer
 1. Certification
 - a. Career employee; either a Manager, Curator, or Ranger.
 - b. Attend the appropriate schools and training seminars, any certificates of training are to be placed in employee's personnel file. Examples of such schools are black powder seminars sponsored by the National Park Service or National Rifle Association and the Hunter Safety Program conducted by the Louisiana Department of Wildlife and Fisheries.
 - c. Ability to research and write training manuals, possess supervisory skills, ability to coordinate projects and establish training sessions.
 - d. Pass two black powder examinations administered by the Office of State Parks Chief of Operations.

- (1) Written exam: A manual of historical weapons has been established. It includes how to load, handle, fire, and clean historical weapons; powder storage; weapons and powder safety; ammunition preparation; etc. This is a comprehensive manual from which the written exam will be taken. A score of 90% is required for certification as a Historical Weapons Officer.
 - (2) Practical exam: Must pass a practical exam on how to load, fire, and clean weapons; range and visitor safety; emergency procedures, etc., for all weapons used by State Parks.
 - e. Be familiar with all historical weapons used by State Parks and be able to give demonstrations on each weapon.
 - f. Must have a current basic first responder certificate.
 - g. A State Parks training certificate attesting to successful passage of these requirements is to be placed in the personnel file (see Appendix A).
2. Responsibilities
- a. Composes the written black powder exam from the training manual.
 - b. Trains, certifies, and monitors Weapons Supervisors.
 - c. Assists in the planning and preparation of all programs involving black powder.
 - d. Inspects State Parks demonstrations periodically.
 - e. Maintains current black powder training manuals.
 - f. Knowledgeable of developments in the field of black powder and updates the training manual and procedures accordingly.
 - g. Serves as a "clearing house" for all sites providing information on living history units and individual volunteers that have been certified at other sites.

B. Weapons Supervisors

1. Certification

- a. Career employee; either a Manager, Curator, or Ranger.
- b. Attend the appropriate schools and training seminars, any certificates of training are to be placed in employee's personnel file.
- c. Be familiar with the training manual and black powder procedures.
- d. Score 90% on the written exam and successfully complete the practical test; both to be given by the Historical Weapons Officer.
- e. Be familiar with all historical weapons used by State Parks and be able to give demonstrations on each weapon.
- f. Must have a current first responder certificate.

- g. A State Parks training certificate attesting to successful passage of these requirements is to be placed in the personnel file (see Appendix B).

2. Responsibilities

- a. Trains and supervises park demonstrators.
- b. Approves and supervises living history groups and individual volunteers.
- c. After programs, sends the Historical Weapons Officer the names, addresses and phone numbers of newly certified living history organizations and individual volunteers.
- d. Assists in the planning and preparation of black powder programs at the site.
- e. Responsible for the park's weapons (security, cleaning, maintenance, etc.).
- f. Responsible for supervising black powder programs and demonstrations on site and assigning duties to demonstrators.
- g. Responsible for the safety of the demonstrations.
- h. When absent during a demonstration, must appoint someone to act as the supervisor of the demonstrators.

C. Demonstrator

1. Certification

- a. Career employee; seasonal or wage employee.
- b. To be trained by the Weapons Supervisor in only the weapon(s) the employee will demonstrate.
- c. Be familiar with the training manual, black powder procedures, and the appropriate weapons manuals for the site.
- d. Successfully pass the practical and oral exam given by the Weapons Supervisor.
- e. Subject to spot inspections by the historical weapons officer.
- f. A State Parks training certificate outlining the weapon(s) employee is authorized to demonstrate will be placed in the personnel file (see Appendix C).

2. Responsibilities

- a. Gives demonstrations under the supervision of the weapons supervisor or designated replacement.
- b. Participates in black powder programs at his own or other sites.

D. Methods of Administration

1. Appointment of Officers

- a. Historical Weapons Officer: There will be only one historical weapons officer for the Office of State Parks. Candidates for the position will, through the District Manager, notify the Administrative Office by mail that they wish to be considered for the position. The Assistant Secretary, Deputy Assistant Secretary, Chief of Operations, and Chief of Interpretive Services will, through a consensus, select one person from among the candidates and notify all candidates by mail of their selection.
- b. Weapons Supervisor: One weapons supervisor will be assigned to each park that engages in black powder demonstrations. Candidates for the position will let their interest be known to the park manager. The manager will then appoint, or designate himself, as the weapons supervisor. The appointment is dependent upon the candidate successfully completing the requirements.
- c. Demonstrators: Each park will have the necessary number of demonstrators to provide an appropriate demonstration. The demonstrators will be selected by the weapons supervisor.

2. Training schools and seminars

- a. The historical weapons officer will notify weapons supervisors by mail of useful training schools or seminars. Weapons supervisors who are interested in attending shall follow normal travel authorization procedures.
- b. After consulting with the historical weapons officer, the Administrative Office will select those who shall attend the sessions. This selection will be based upon availability of travel funds, personnel priorities, etc.

3. Training certificates and test scores

- a. Training schools and seminars: Upon completion of non-State Parks schools and seminars, any certificates issued will be placed in the employee's personnel file in the Personnel Office. A copy of the certificate will be placed in the employee's file at the individual park.
- b. State Parks exams: Upon completion of State Parks exams the employee's score will be recorded on his certification record (see Appendices A, B, and C). This certificate will be placed in the employee's personnel file in the Personnel Office. A copy of the certificate will be placed in the employee's file at the individual park.
- c. Maintaining records: Any non-State Parks certificates will become a permanent part of the employee's file. State Parks certification records will be updated each year upon recertification.

II. Certification of Volunteers

A. Living History Organizations

1. Must submit to the park a list of members' names, addresses and phone numbers.

2. The group must:
 - a. Successfully pass an inspection for authenticity. The individual site's interpretive prospectus will set the standards for authenticity.
 - b. Successfully pass a visual inspection of the group's weapons, which must be free of visual defects, and affirm their being safe to fire.
 - c. Successfully pass an oral interview by the weapons supervisor and/or historical weapons officer.
 - d. Successfully demonstrate to the weapons supervisor and/or historical weapons officer the skill(s) they will be demonstrating to visitors (firing, drilling, etc.).
 - e. Supply the weapons supervisor with a list of names of those present at the inspection. Only these people may later participate in demonstrations.
 - f. Members must be at least sixteen years of age to use weapons in a reenactment. Minimum age to participate as a non-combatant in a battle scenario is fourteen.
3. The group leader will read all appropriate State Parks regulations and make known to his unit the above mentioned documents and will sign an agreement to abide by them (see Appendix D). This agreement will be kept on file at the park where the event occurs. The group leader will also recognize the absolute authority of the weapons supervisor in all matters.
4. Unit members must be at least sixteen years old to use black powder weapons, and at least fourteen years old to participate in a battle reenactment, unless a special dispensation is granted from State Parks.
5. If the group appears that they are not acceptable for some demonstrations, the weapons supervisor may limit the group's participation.
6. Once a group has certified at one park, it may participate in programs at other parks, of the same time period, as long as the entries on the group name list remain the same. This privilege will remain in effect for one year after the first inspection. After that year, the group must recertify.
7. All individuals of a group must read and fill out a Release of Liability form (see Appendix F). This release will remain in effect for one year from the date it was signed. After that year, the individual must resubmit another release. This form will be kept on file at the park.

B. Individual Volunteers

1. The individual must:
 - a. Successfully pass an inspection for authenticity. Each site's interpretive prospectus will cover authenticity regulations.
 - b. Successfully pass a weapons' inspection and affirm that his weapon is safe to fire.

- c. Successfully pass an oral interview.
 - d. Successfully demonstrate the skill(s) he will perform for visitors.
 - e. Must be at least sixteen years of age to use a weapon in a reenactment. Minimum age to participate as a non-combatant in a battle scenario is fourteen.
2. Read all appropriate State Parks regulations and sign an agreement to abide by them and to recognize the absolute authority of the weapons supervisor. This form will be kept on file at the park (see Appendix E).
 3. If individual volunteers appear that they are not acceptable for some demonstrations, the weapons supervisor may limit their participation.
 4. Read and fill out a Release of Liability form (see Appendix F). This release will remain in effect for one year from the date it was signed. After that year the individual must resubmit another release. This form will be kept on file at the park.

C. Hosted Events

1. For hosted events, the host or host unit will invite groups and/or individuals to participate.
2. The host(s) will use the standards of authenticity and safety established by State Parks to determine which groups and/or individuals will be allowed to participate in the event.
3. State Parks will furnish to each group or individual selected for participation a copy of this policy and procedure memorandum and a copy of State Parks' rules and regulations.

III. Recertification

- A. All State Parks employees must be recertified annually. The historical weapons officer and the Administrative Office will confer and set dates for recertification. The recertification will consist of the same requirements outlined above in CERTIFICATION OF STATE PARKS EMPLOYEES.
- B. After certification at one park, living history groups may participate at other parks (of the same historical time period) for one year. After the lapse of a year, the group must repeat the same requirements outlined above in CERTIFICATION OF VOLUNTEERS.
- C. Individual volunteers may be recertified at the discretion of the weapons supervisor without repeating the requirements outlined above. However, they will be required to sign an agreement form each time they participate.

IV. Penalties

- A. Living historians who violate any of the provisions of this policy and procedure memorandum will be advised of that fact and told that they may not participate further in the program.
- B. The weapons supervisor and historical weapons officer will confer and discuss the violation that has occurred.

- C. If it is determined that the violation is a minor one, the historical weapons officer may restrict the participation of the living historian in future programs or let the person off with only a warning. The action taken will be documented in writing and kept on file at the park.
- D. Serious violations of these rules will result in the historical weapons officer suspending the certification of the living historian for one year. A person so suspended may apply for recertification at the end of that year. Again, the action will be documented and kept on file at the park.
- E. Subsequent violations by the living historian will result in the permanent suspension of his certification. This action will be documented and kept on file at the park.

STANDARDS FOR THE USE OF HISTORICAL WEAPONS

I. Black Powder and Historical Weapons

A. Black Powder

1. Large amounts (generally over 5 lbs.) of powder will be stored in a portable magazine, weighing approximately 2,500 lbs., built to federal and state specifications.
2. When bulk powder is stored in the portable magazine, the park's weapons supervisor will provide adequate security for it.
3. Black powder will be purchased on an as-needed basis in order to avoid bulk storage. As a general rule, not over 5 lbs. should be on hand for normal operations. Powder should be used within one year of purchase.
4. The manager of each park that uses black powder will budget for a small portable storage magazine in which to keep small amounts of powder. The weapons supervisor and historical weapons officer will determine a safe place on the park to keep this magazine.
5. Until such appropriate storage areas are acquired, the historical weapons officer and weapons supervisor will choose a temporary storage area to house small amounts of powder for making small arms and artillery rounds and for replenishing powder horns. These small amounts of powder may be kept temporarily in the office building but must be in a locked box and in a locked room during off duty hours.
6. Percussion caps, primers, fuses, and other ignition devices will be stored in a separate box from black powder.
7. At all times within the park, powder must be kept under lock and key or within the personal possession of demonstrators. Powder is never to be left unattended when not locked up.
8. Approved groups and volunteers may bring their own powder. Hosts may supply powder, caps, etc., for programs they are conducting or may reimburse groups and volunteers for powder, caps, etc., that they bring. In these cases, the powder shall be transported within the park in authentic containers (ammunition boxes, limber chests, etc.) and shall have already been made into small arms and/or artillery rounds before coming to the park. The weapons

supervisor will inspect the ammunition and has the right to reject any ammunition he feels is improperly prepared.

9. The sale of black powder at state parks is strictly prohibited.

B. Historical Weapons

1. Historical weapons belonging to the state will be kept under lock and key within a secured building.
2. Until a secure storage area is available, weapons supervisors will be responsible for providing a safe place for storage of the weapons. (In this case a "secured building" shall mean one with a gun vault or security system.)

II. Demonstration Safety Rules

A. General

1. Generally, only reproduction weapons will be used in parks demonstrations. All weapons used must be free of visual defects. The weapons supervisor will inspect the weapons of living history groups and volunteers for visual defects, but those individuals must assure the weapons supervisor that their weapons are safe to fire.
2. Only blank loads will be used in demonstrations. Live rounds may never be carried during demonstrations.
3. Appropriate military manuals will be followed in all demonstrations.
4. It is the responsibility of the weapons supervisor, whether he is present or not, to provide enough park personnel to carry out a safe demonstration.

B. Range Safety

1. The historical weapons officer and weapons supervisor will choose the areas to be used for firing demonstrations. Said areas will be mapped for each park and these maps are to be kept on file at the park.
2. Local zoning codes and authorities shall be consulted before designing demonstration ranges on park lands. Regulations and local sentiment regarding noise or potential hazards of blank firing must be considered before the program is implemented.

C. Ammunition Preparation

1. General

- a. The weapons supervisor and historical weapons officer will choose a suitable site at each park where black powder ammunition is to be prepared.
This area will be well ventilated and removed from visitors. There shall be no open flames or pilot lights near the area, and absolutely no smoking will be allowed in areas where ammunition is being prepared.
- b. The area designated for ammunition preparation will be marked on a map and this map will be kept on file at the park.

- c. The weapons supervisor, or his designated replacement, will supervise the preparation of ammunition.
- d. One person will be designated for visitor control during the preparation of ammunition and shall warn approaching visitors that the area is off limits until the ammunition has been removed.
- e. No torn or damaged cartridges or artillery rounds will be used during demonstrations. Any damaged rounds will be disassembled and rendered useless.
- f. Only black powder will be used in historical weapons.
- g. Fg powder is used for artillery, FFg for muskets, FFFg for pistols, and FFFFg for priming flintlocks.

2. Small Arms

- a. When paper cartridges are used, the proper military manuals will be followed for their preparation. At no time will metal objects such as staples or paper clips be used in making cartridges.
- b. For large events that require numerous cartridges, the weapons supervisor of the park will designate personnel for ammunition preparation. This will be done far enough in advance to insure the preparation of enough cartridges. Once made, the ammunition will be stored in an accurate reproduction ammunition box or limber chest.
- c. It is very important not to overload a weapon, even when shooting blanks. When using wadding, recommended blank loads are:

<u>Bore Size (long guns)</u>	<u>Powder Load</u>
.70 - .75	75-95 gr. FFg
.60 - .69	65-85 gr. FFg
.50 - .59	55-65 gr. FFg
.40 - .49	45-55 gr. FFg
.30 - .39	35-45 gr. FFg

<u>Bore Size (pistols)</u>	<u>Powder Load</u>
.58 - .75	30-40 gr. FFg
.44 - .54	25-30 gr. FFFg
.31 - .36	12-16 gr. FFFg

<u>Gauge Size (shotguns)</u>	<u>Powder Load</u>
12 - 10	80-110 gr. Ffg
16 - 14	70-80 gr. Ffg
28 - 20	50-60 gr. Ffg
410 - 32	40-45 gr. FFg

Because of differences in pressure buildup, FFg is recommended for long guns and FFFg for pistols. If care is taken and the quality of powder is slightly reduced, FFFg may be used with long guns.

- d. FFFFg powder is used only for priming flintlocks.

3. Artillery

- a. Containers for artillery rounds shall be made only of heavy-duty aluminum foil.
- b. Powder shall not exceed 3 oz. of Fg black powder per inch of bore diameter.
- c. Wadding is not recommended. If wadding is used the only acceptable material is flour.
- d. The black powder end of the charge or container shall be clearly distinguishable from the flour or wadding end of the charge.
- e. Preparation of primers shall follow kit instructions unless purchased ready made.

D. Visitor Safety

1. Great care will be taken to keep visitors at a safe distance from shooting demonstrations. No visitor will be allowed in front of a line perpendicular to the muzzle of a demonstration weapon. Visitors should be at least 5 yards from the demonstrator using small arms and 20 yards from artillery demonstrations.
2. Whenever possible, a visible barrier will be used to separate visitors from the demonstrators. This barrier can be either natural or manmade.
3. For large programs, at least one park employee or volunteer, in addition to the demonstrator(s), will be present at each small arms demonstration. It is the responsibility of this person to maintain crowd control and watch for approaching visitors. This person can either be the weapons supervisor or someone appointed by him.
4. It is required that at least one person, in addition to the demonstrators, be present at each artillery demonstration. Because the danger factor is dramatically increased when using artillery, it is necessary to have one person for crowd control.
5. Each park's Interpretive Prospectus will contain the criteria used to judge whether only one person may give a small arms demonstration. The decision will be based on such factors as space available, size of crowd, etc.
6. No smoking will be allowed during a demonstration or immediately afterwards if the demonstrator still has ammunition on his person.
7. The demonstration will immediately stop if any visitor fails to obey the park personnel controlling the event.
8. Before the actual firing, the weapons supervisor or demonstrator will warn visitors of the loud noise, recommending caution to people with hearing aids, children, or pets.
9. In the case of a misfire, the weapons supervisor or demonstrator will explain to the visitors the situation and the procedures to correct it. Visitors are to be kept at a safe distance until the weapon discharges. If the weapon fails to

discharge after the third try, the crowd will be dispersed and the round safely pulled.

10. Visitors will not be allowed to handle loaded weapons. Visitors may, at the discretion of the weapons supervisor or demonstrator, examine unloaded weapons.

E. Employee Safety

1. All personnel engaging in live demonstrations shall have been properly trained by the historical weapons officer or the weapons supervisor in the handling of the weapons. Volunteers have to successfully complete the Office of State Parks' certification process before they may participate.
2. Demonstrators will dress in period attire made of natural fiber (wool, cotton, etc.). Clothing made from natural fibers eliminates the possibility of it melting on the body in the event of an accident.
3. Living history groups, volunteers, or VIPs will not be allowed to fire any type of weapons without first completing the Office of State Parks' certification process.
4. All demonstrations shall follow the historical period manual for the particular weapon involved. Demonstration of weapons lacking formal manuals will adhere to the basic safety precautions for the similar military weapon as specified in manuals for that period.

F. Emergency Procedures

1. A telephone (with emergency numbers), first aid kit, and fire fighting equipment should be readily available at the demonstration site.
2. At least one person certified in first aid must be on hand for each demonstration.
3. In case of injury due to an accident, the person certified in first aid will administer aid to the victim(s) while someone else is dispatched to call for emergency services if needed.
4. If first aid is ever needed, personnel will follow the appropriate regulations set forth in the Policy and Procedures handbook.

G. Firing Procedures

1. Small Arms Safety Procedures
 - a. The weapons supervisor must first inspect all weapons for cleanliness and visual defects before firing (see inspection checklist).
 - b. At least 5 yards will separate visitors and demonstrators. The demonstrator will face the crowd to explain the loading procedure and then face away from the crowd to fire.
 - c. Keep the muzzles pointed in a safe direction at all times and assume every weapon is loaded. This rule applies to weapons using blank charges as well as for those with live ammunition.

- d. Live rounds (ball ammunition) will never be used on any park for giving demonstrations.
 - e. When pouring powder down the barrel, keep the muzzle aimed away from your face and body and away from anyone in your vicinity. Powder can, on rare occasions, ignite when poured down the barrel unless the bore is swabbed after every shot.
 - f. Those who fire short barreled weapons such as pistols and carbines are reminded that these weapons require special care to be sure they remain pointed in a safe direction at all times. The shooter must not bend over the muzzle of these weapons during loading.
 - g. When cartridges are not used in a weapons demonstration, a measuring device will be used to measure the powder and to pour it down the barrel. Powder shall never be poured directly down the muzzle from a powder horn or other container.
 - h. The ramrod should be marked to indicate the point at which the round is seated properly.
 - i. The demonstrator's finger should not touch the trigger guard or trigger until the weapon is pointed down range.
 - j. Open powder containers are prohibited at all times.
 - k. When ramming a charge, grasp the ramrod with the fingers and never place the palm of the hand over the end of the ramrod to force the charge down.
 - l. Wooden ramrods should be carefully inspected before shooting, and if a crack is discovered the ramrod should be replaced.
 - m. The vent pick should be used to clear out the vent every few shots to insure good ignition.
 - n. In the demonstration of revolvers, all of the rules that apply to other weapons also apply. The only recommended wadding over the gunpowder is powdered cream of wheat.
 - o. Once the demonstration is over, the demonstrator will give visitors a chance to ask questions and, if approved by the weapons supervisor, examine the weapon. Remember that no visitors are to handle a loaded weapon and that no smoking is to be allowed at this time if the demonstrator still has powder on his person.
 - p. Any individual showing signs of being under the influence of drugs or alcohol shall not be allowed to demonstrate.
2. Small Arms Emergency Rules
- a. If the demonstrator suspects the weapon is double-charged or if he believes the round is not seated properly, he must first un-prime the weapon, then check with a marked ramrod. If the weapon is improperly loaded, he must not attempt to fire it. Firing an improperly loaded weapon may burst the barrel.

- b. In the case of an improperly loaded weapon, the round should be safely pulled, the weapon cleaned and reloaded.
- c. The demonstrator should have quick access to a bullet worm and a patch jag, as well as a vent pick.
- d. In case of misfire, the demonstrator will maintain his aim for a count of ten and then re-prime the pan or replace the cap. The muzzle will at all times be pointed downrange. The demonstrator or crowd control person will explain the misfire procedure to the visitors. If the weapon fails to discharge after 3 re-primers, the crowd will be dispersed and the round safely pulled.

3. Artillery Safety Procedures

- a. A first aid kit will be on hand for all demonstrations.
- b. No projectiles will ever be fired in any demonstrations.
- c. The interval between firings will be at least three minutes per shot.
- d. Accurate reproduction limber chests will be used to store the artillery rounds.
- e. The limber chest will be at least 25 feet behind the cannon and will not be left unattended while ammunition is stored in it.
- f. At least one person must be detailed for crowd control during the demonstration.
- g. Visitors will be kept at least 20 yards from the gun and behind an imaginary line drawn perpendicular to the muzzle.
- h. Any crew member showing signs of the effects of drugs or alcohol shall be replaced.

4. Artillery Emergency Procedures

- a. If the cannon fails to discharge, the command for gunners will be, "Do not advance, the primer has failed!"
- b. The gun crew will wait at least three minutes between the failure of a primer and re-priming.
- c. The charge will then be re-pricked.
- d. The gun will be re-primed.
- e. The order to "Fire!" will be repeated.
- f. If the gun fails again to fire, this procedure will be repeated 2 more times (for a total of 3 times).
- g. If the gun still fails to discharge, the problem will be explained to the visitors, and they will be asked to leave the area.

- h. The vent and bore will be flooded and the charge wormed out. If it is necessary to flood the bore and vent during a re-enactment battle, the appropriate military manual will be followed.

H. Edged Weapons

1. Side-arms (swords, hatchets, knives, bayonets, etc.) must be sheathed in such a way to protect both the demonstrator and visitor from any sharp or pointed edges.
2. Those arms that cannot be sheathed (spontoons, halberds, etc.) must have dulled edges and points so they cannot puncture or cut the skin when a finger is pressed forcefully against them.
3. Edged weapons are not be drawn or brandished during demonstrations or reenactments without the permission of the weapons supervisor, and then only weapons with dulled edges and points may be exposed.
4. Bayonets will not be fixed except on order or with the approval of the weapons supervisor.
5. Sharp edged weapons are not to be unsheathed at any time during tactical demonstrations.
6. Throwing of tomahawks, axes and knives is only permitted during supervised living history programs. Throwing of tomahawks, axes, or knives is not permitted during reenactments.
7. Everyone is reminded that edged weapons are potentially as dangerous as firearms and that carelessness will not be tolerated.

III. Encampment and Reenactment Rules

A. Personnel

1. The weapons supervisor will supervise the preparation of scenarios for each program. The weapons supervisor or host will explain the scenario to all unit commanders prior to the program. It is the responsibility of the commanders to see that their units follow the plan correctly.
2. Each unit commander will register his unit either prior to an event or upon its arrival at the site. Registration will include the unit name and the names of all members participating in the event.
3. As the first action of the day, each unit is required to hold an inspection. The unit commander will inspect the unit and will report that the men are either satisfactory or unsatisfactory. This information will be reported either to the historical weapons officer or the weapons supervisor. Either the historical weapons officer or the weapons supervisor will observe the inspection. The weapons supervisor of any State Parks site can observe an inspection. Any negative observations made by the historical weapons officer or a weapons supervisor will be corrected prior to further participation by the unit or individual.
4. Unit commanders also have the responsibility of inspecting the blank charges of each man in the unit before every demonstration or battle to make certain that no bullets, balls, or shot are in the cartridge box or shooting bag.

5. Unit commanders are further expected to cooperate with the weapons supervisor in correcting unsafe practices or equipment among their members.
6. Unit members who find their firearms malfunctioning during the course of an event should notify their unit commander or the weapons supervisor. They should never work on adjustments while participating in an event.
7. Unit commanders and weapons supervisors are advised to place inexperienced shooters next to veterans in the ranks so they can be watched and helped if they experience any trouble.
8. Participants are forbidden to use illegal drugs during their stay at the park and are strongly encouraged not to consume alcohol. Moderate consumption of alcohol is permitted, but only during the hours when the park is closed to visitors. Any participant showing the effects of alcohol or drugs during an event will not be allowed to participate in the program and will be asked to leave the park.

B. Ammunition

1. When paper cartridges are used, the paper must be heavy enough to resist accidental ignition by a stray spark. Paper cartridges should be constructed according to the proper military manual and shall not contain any metal objects, such as staples or paper clips.
2. Ammunition for a program will be stored in accurate reproduction ammunition boxes or limber chests.
3. Only black powder shall be used in all programs. Under no circumstances should smokeless powder ever be used in black powder weapons.
4. Gunpowder and flints or caps should be stored in separate pouches or containers.

C. Program Safety

1. During reenactment battles, the opposing lines should maintain at least 100 feet between them to avoid wadding, hot gasses, etc., from opposing muskets. No participant will ever shoot directly at another person
2. For artillery, the safety zone will extend beyond the muzzle for at least 50 yards. No one is to enter the zone while the gun is being fired.
3. When flintlocks are used in a battle, they are required to have hammer stalls and flash guards.
4. Treat every musket as if it is loaded, and keep it at half cock (safety position) when not preparing to fire.
5. Weapons should be unloaded when not in use.
6. No smoking is allowed when any black powder is exposed.
7. All edged weapons must be sheathed, with the exception of bayonets or swords. These are used only if called for in battle scenarios or demonstrations.

8. When killed or wounded during a battle, an individual must lie still, not rise, fire, or strike out at anyone once he has fallen. He must wait for the command to reassemble before getting up.
9. When charging an enemy who does not give way, an individual or unit must stop. Do not press the enemy; also, when charged by an enemy, give way. Hand to hand fights are to be avoided and conducted only when called for in the battle plan. Details of such fights are to be carefully worked out by the weapons supervisor before being used.
10. Program participants are not to disturb an artillery crew while they are in action.
11. No firing of black powder weapons is allowed at night.

D. Camp Safety

1. Fires may be built only in areas designated by the weapons supervisor and in accordance with the proper military regulations.
2. Fires should be built in pits and walled with sod, dirt, etc.
3. Every fire must have a full bucket of water in close proximity.
4. Fires are never to be left unattended or in the care of small children.
5. The weapons supervisor or his appointee will police all fires. Any found in violation of these rules will be extinguished.
6. Black powder is never to be carried around fires.

IV. Small Arms Inspection Checklist

A. Musket, Rifle and Carbine

1. Before Disassembly
 - a. The weapon is confirmed to be unloaded by springing the rammer.
 - b. Your overall first impression is favorable.
2. The Stock
 - a. No cracks or splits.
 - b. Butt plate, trigger guard, etc., fit tightly.
 - c. No burrs on butt plate or trigger guard screw heads that would snag clothing or hands.
 - d. If band springs, they work smoothly (not bound by wood).
 - e. If pin fastened, pins are all there, tight, wood not splintered.
 - f. No burns around the top of the lock.

- g. Generally, no splinters or rough edges.
- h. Two piece stocks have sections securely joined.

3. The Lock

- a. Lock works smoothly.
- b. The hammer or cock fits tightly on the tumbler.
- c. All the positions are firm and solid.
- d. The half-cock position works properly.
- e. When trigger is pulled, it lets off smoothly without catching on half-cock.
- f. Trigger pull is proper; not too heavy, not "hair" trigger.
- g. Lock fits properly into the stock and snugly against the barrel.
- h. The striking face of a percussion hammer is not battered. It strikes the cap or cone squarely and in the center.
- I. A flintlock's cock screw works smoothly; jaws grip flint securely.
- j. There is a proper leather or lead flint cap on flintlocks.
- k. The flint is in good condition and set at a proper angle.
- l. The frizzen spring of a flintlock is of the right tension.
- m. The frizzen is in good condition and not gouged.
- n. The pan of a flintlock is clean and in proper relationship to the touch-hole of the barrel.

4. The Barrel

- a. Barrel fits the stock properly.
- b. Barrel is free from visible dents or cracks.
- c. On flintlocks, the flint is not striking the barrel.
- d. The muzzle is not dented or worn.
- e. The cone of percussion pieces is well seated and not battered.
- f. The touch hole is clear and of an acceptable size.
- g. On flintlocks, the vent is clear and of an acceptable size.
- h. No signs of heavy corrosion around the vent or cone.
- I. The sights are complete and operable.
- j. The barrel bands hold the barrel securely.

- k. The ramrod is straight, fits the stock properly, and the threads at the lower end are clean and free of burrs.

B. Pistols

- 1. Make sure the weapon is unloaded.
- 2. Your first overall impression is favorable.
- 3. The grips fit snugly and are free of cracks, serious chips and splinters.
- 4. The action works smoothly and with definite "clicks".
- 5. The half-cock and safety positions function properly.
- 6. The cylinder rotates freely on half-cock.
- 7. When brought sharply to cock, the cylinder rotates and locks properly.
- 8. There is no excessive longitudinal play to the cylinder nor any excessive gap between the cylinder and barrel.
- 9. The bore is in good condition.
- 10. There is adequate tension on the mainspring.
- 11. The cones are in good condition.
- 12. The loading lever functions properly and the latch holds it firmly.
- 13. On open frame revolvers, the wedge hold the barrel securely.
- 14. The chambers of the cylinder are clean and free of corrosion.
- 15. The nose of the hammer is not battered.

V. Small Arms Demonstration Checklist

- A. The demonstrator approaches the demonstration area carrying the weapon in a safe and military fashion.
- B. The demonstrator has all the equipment necessary for the demonstration (weapon, cartridge box, cap box, cartridges, etc.)
- C. He is not encumbered with superfluous equipment.
- D. He is knowledgeable and familiar with the manual he is using.
- E. There are sufficient additional people for interpretation and crowd control.
- F. The demonstration area is safe for the size of the audience.
- G. Visitors are kept at a safe distance. They can see and hear without shoving.
- H. The weapon is always pointed downrange.

- I. At no time are there any parts of his body placed in a hazardous position in relation to the weapon.
- J. In the event of a misfire or other unscheduled event the demonstrator reacts properly.
- K. After the demonstration the interpreter maintains military bearing and leaves the area carrying the weapon safely and in a good military fashion.

VI. Artillery Inspection Checklist

A. The Tube

- 1. Tube is clean and free of rust or corrosion.
- 2. No sign of external damage or strain (dents, cracks, etc.)
- 3. Inside of the bore is clean and relatively smooth.
- 4. No internal signs of damage (bulges, lodgements, pits, etc.).
- 5. No sign of corrosion damage at breech of the bore.
- 6. On iron guns with liners, the liner is secure.
- 7. The vent is clear and of acceptable size.
- 8. No signs of cracks or bending around the trunnions.
- 9. No signs of weakness at the chaplets on bronze tubes.

B. The Carriage

- 1. Wheels are tight and free of rot and insect infestation.
- 2. Body of the carriage is free of rot and insect infestation.
- 3. No pieces or parts missing, cracked, bent or broken.
- 4. Wheels move freely.
- 5. Elevating mechanism works smoothly and properly.
- 6. None of the ironwork is coming loose.
- 7. Tube rotates freely on its trunnions.
- 8. Trunnion caps fit snugly and are properly keyed.
- 9. Lids of side boxes and limber chests fit snugly.
- 10. Wood generally free of serious cracking and splintering.
- 11. Limber chests and side boxes are clean and free of spilled powder.
- 12. Wheel hub does not gouge the end of the axletree.
- 13. Linch pin is not digging into wheel hub.

C. Equipment

1. All necessary equipment is present.
2. Sponge is in good condition and fitted to the bore.
3. Rammer head is secure and free of cracks.
4. Smaller items in good condition (lintstock, thumbstall, bucket, etc.).
5. Prongs of the worm are sharp and not bent.
6. Haversack is clean and free of spilled powder.

VII. Artillery Demonstration Checklist

A. Before Demonstration

1. The gun has been inspected, inside and out. Bore is clean of foreign material.
2. The carriage is in good condition and all keys secure.
3. The accessory equipment is in good condition - sponge heads in good repair, rammer and sponge head secure on staff, etc.
4. Sponge head fits bore snugly but not too tight.
5. Ammunition boxes, haversacks, etc., are clean and free of spilled powder.
6. Ammunition is properly prepared, with just enough on hand for the demonstration.
7. The equipment is on hand to handle a misfire.
8. The required number of personnel are present to safely fire the piece.
9. The gun is situated safely in relation to the visitors.
10. There is good visibility by the visitors so there will be no jostling and pushing to see and hear.
11. The interpreter can see all of the visitors and also see downrange.
12. The carriage is free to recoil if necessary so it won't buck or break something.
13. The visitors are properly contained and at a safe distance.
14. The ammunition boxes are at a safe distance from the piece as well as from the visitors.
15. The wind is not too strong for a safe demonstration.
16. Conditions are not so dry as to risk a range fire from the muzzle blast. Equipment is available should one develop.
17. There is a first aid kit and emergency communications system available.
18. There are no open fires nearby.

B. During Demonstration

1. The crew is following the approved manual with each person where he is supposed to be at any given moment.
2. The sponge is adequately damp but not soaking wet.
3. The man ramming is holding the rammer properly and the vent is being properly tended at the same time.
4. The man ramming is wearing gauntlets, but they are not so stiff and heavy as to cause fumbling or other difficulty.
5. The sponge head does not contact the ground at any time during the demonstration to prevent grass, sand, etc., from sticking to it.
6. If there is a misfire, it is handled safely and properly.

C. After Demonstration

1. After firing, the piece is wormed and then washed out and dried.
2. All weapons, explosives, and accessory pieces are accounted for.
3. The weapon is secured and stored properly.
4. The demonstration area is inspected carefully for smoldering residue.
5. Sponge head is thoroughly rinsed out and dried.
6. All remaining explosives are promptly returned to proper storage areas.

APPENDIX A

OFFICE OF STATE PARKS

HISTORICAL WEAPONS OFFICER CERTIFICATION RECORD

_____ is hereby appointed the Office of State Parks' Historical Weapons Officer on the basis of having successfully completed the following examinations given on _____ and having met all other requirements as outlined in the Office of State Parks' Policy and Procedure Memorandum #27.

This certification will be in effect until _____.

1. Office of State Parks' black powder written examination. Score _____.
2. Office of State Parks' black powder practical examination. Pass / Fail.

Approved _____ Date _____
Assistant Secretary

Certified _____ Date _____
Chief of Operations

APPENDIX B

OFFICE OF STATE PARKS

WEAPONS SUPERVISOR CERTIFICATION RECORD

_____ is hereby appointed the Weapons Supervisor for
_____ on the basis of having successfully completed the
(park)

following examinations given on _____ and having met all other
requirements as outlined in the Office of State Parks' Policy and Procedure Memorandum #27.

This certification will be in effect until _____.

1. Office of State Parks' black powder written examination. Score _____.
2. Office of State Parks' black powder practical examination. Pass / Fail.

Approved _____
Assistant Secretary

Date _____

Certified _____
Historic Weapons Officer

Date _____

APPENDIX C

OFFICE OF STATE PARKS
PARK DEMONSTRATOR

_____ is hereby appointed a Park Demonstrator for
_____ on the basis of having successfully completed
(park)
an oral and practical black powder examination given on _____ by the
park's Weapons Supervisor as outlined in the Office of State Parks' Policy and Procedure
Memorandum #27. This certification will be in effect until _____.

Approved _____	Date _____
Assistant Secretary	
 Certified _____	 Date _____
Weapons Officer	

APPENDIX D

Louisiana Office of State Parks
Living History Unit Agreement Form

The living history unit know as _____
agrees to follow all of the rules and regulations of the Office of State Parks. The commander or
leader of the unit has received, read, and made known to his unit Welcome to Louisiana's State
Parks - Fees, Facilities and Regulations and the Black Powder Policy and Procedure
Memorandum of the Office of State Parks.

Unit Commander Signature

The above unit is certified for demonstrations and programs with the Office of State Parks for
one year.

Expiration Date

APPENDIX E

Louisiana Office of State Parks
Living History Agreement Form

_____ agrees to follow all of the rules and regulations of the Office of State Parks. He/she has read Welcome to Louisiana's State Parks - Fees, Facilities and Regulations and the Black Powder Policy and Procedure Memorandum of the Office of State Parks.

Signature of Living Historian

The above individual is certified for demonstrations and programs with the Office of State Parks for one year.

Expiration Date.

APPENDIX F

Release of Liability, Covenant Not to Sue, and Hold Harmless Agreement

Event: _____

Location: _____

Date of Event: _____

I know that participation in this event is a physically and potentially hazardous activity. I will not participate in this activity unless I am medically able and properly trained. I assume all risks associated with participation in this event including, but not limited to falls, contact with other participants, effects of the weather including heat and humidity, injuries resulting from involvement or contact with gunpowder, firearms, cannons, edge weapons, and uneven terrain, all risks being known and appreciated by me. Having read this waiver and knowing these facts and in consideration of the ability to participate in the event, I, for myself and for anyone entitled to act on behalf, waive and release the State of Louisiana, all participants in the event, all sponsors and organizers, their representatives and successors from all claims or liabilities of any kind arising out of my participation in this activity even though the liability may arise out of negligence or carelessness on the part of the persons named in this waiver. If, in violation of this agreement, I or a person other than myself (e.g. my spouse, children, other relative or any other person) sues or threatens to sue a released person for damages arising out of my participation in this event, I agree to pay all costs and expenses, including reasonable attorneys' fees, incurred in conjunction with the defense of such claims, without regard to the resolution of the claim. I grant permission to all of the foregoing to use any photographs, motion pictures, recordings or any other record of my participation in this event for any legitimate purpose.

Signature of participant

Signature of Parent or Guardian if participant is under 18

Print name of participant

Address

Date

Unit

In case of emergency please contact

At (phone) _____

APPENDIX G

NOTE: CAN BE REQUESTED FROM CENTRAL OFFICE.