**Section 320.150 Stolen or Lost Instruments and/or Kits**

a) Should any radiological instrument or kit be stolen, the local government concerned shall report the loss immediately to the police and request an investigation. The local government shall send a copy of the police report along with a letter requesting replacement of the stolen kit and/or instrument to the IESDA Regional Coordinator. The Regional Coordinator shall then forward a copy of the police report along with a replacement recommendation to the IESDA Radiological Officer.

b) A report shall be made immediately to the IESDA Regional Coordinator by the local government whenever the local government discovers a missing radiation detection instrument or a missing radiation detection kit and determines that either item was lost and not stolen. A follow-up written report concerning circumstances involved in the loss shall be sent to the IESDA Regional Coordinator within five work days following the loss. At a minimum the report shall address the following:

1) Where the loss occurred.

2) Time the loss was discovered.

3) Explain in detail circumstances that led to the loss.

4) Explain efforts that were used to find the instrument and/or kit.

5) Explain what action is being taken to prevent a recurrence of the incident.

6) Request replacement, if desired.

7) The IESDA Regional Coordinator shall forward a copy of the written report to the IESDA Radiological Protection Officer along with a recommendation.

c) The Manager of the IESDA M & C Shop shall replace radiation detection instruments and/or radiation detection kits that have been lost or stolen upon notification of the IESDA Radiological Protection Officer.

d) If a radiation detection kit and/or instrument is reported either lost or stolen, a report of the circumstances surrounding this loss or theft shall be made immediately to the appropriate IESDA Regional Coordinator by the local government. The Regional Coordinator will then notify the IESDA Radiological Protection Officer.