

DEPARTMENT AND FINANCE PROCEDURE

RFID Tagging Procedures

Approval Authority: Vice Chancellor for Finance, Information technology and CFO
Responsible Administrator: Controller
Responsible Office: Finance
Policy Contact: Director of Accounting and Financial Reporting

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PROCEDURE PURPOSE

These procedures set out a defined process for distributing and tagging movable equipment for Vanderbilt University.

THIS PROCEDURE APPLIES TO

This procedure document applies to all Vanderbilt staff responsible for maintaining and validating the existence of an asset throughout the asset's life.

PROCEDURE

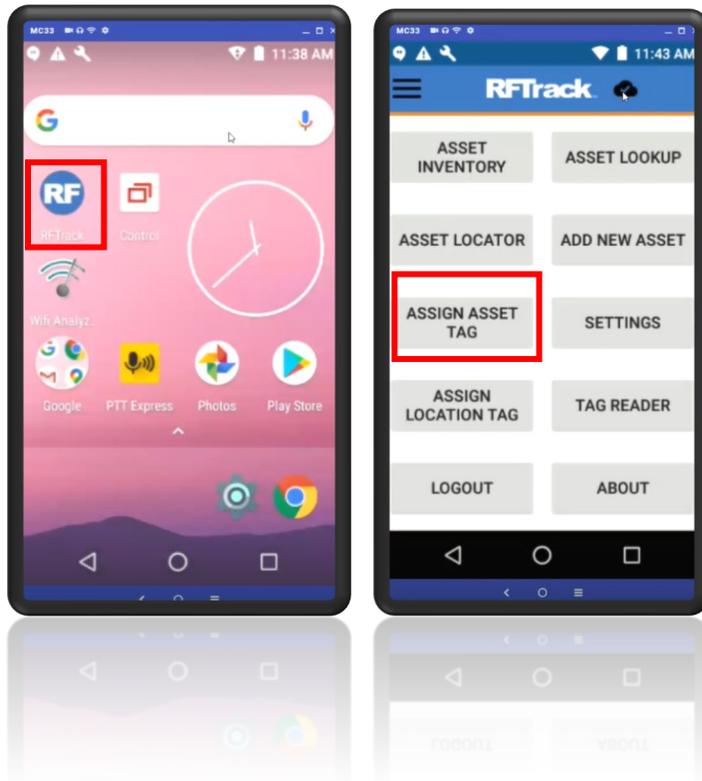
- A. Capital Assets distributes an addition listing by financial unit to the respective Financial Unit Manager (FUM) or alternate asset contact each month around the 5th that includes all movable equipment assets capitalized in that prior period.
- B. Once the department selects from provided dates/times for a site-visit within a two-week period of receiving the addition listing, the Finance representative will affix a tag to the asset following the tagging procedures laid forth.
 - a. VUIT is provided an allotted number of tags in advance to affix and assign to their assets received. They will still need to abide by the procedure set forth.
 - b. School of Medicine is sent tags via campus mail along with their addition listing in order for their representatives to affix the tags. They will still need to abide by the procedure set forth.
- C. At the site visit, the Finance representative will have the following 3 tag options/solutions:

Tag Name	Read Range	Description
"Mini Metal-Mount" Vizinex Sentry Shortie II Tag UHF	3'-8'	This is the smallest tag available and is used only on metal assets or assets that have metal components. It's ideal for assets with limited real estate. 

<p>“Metal-Mount” Metalcraft RF Universal RFID Tag with H3 inlay</p>	<p>4'-15'</p>	<p>This tag is used only on metal assets or assets that have metal components. This will be the ‘default’ asset tag used as it has the best read range potential.</p> 
<p>“Non-Metal-Mount” Metalcraft RFID Standard SS V2 with Alien Squigglette H3 inlay</p>	<p>6'-18'</p>	<p>This tag is used only on non-metal assets or assets that don't have metal components. This tag generally used on plastic, wood, glass, and any other asset that does not require a metal-mount RFID tag.</p> 

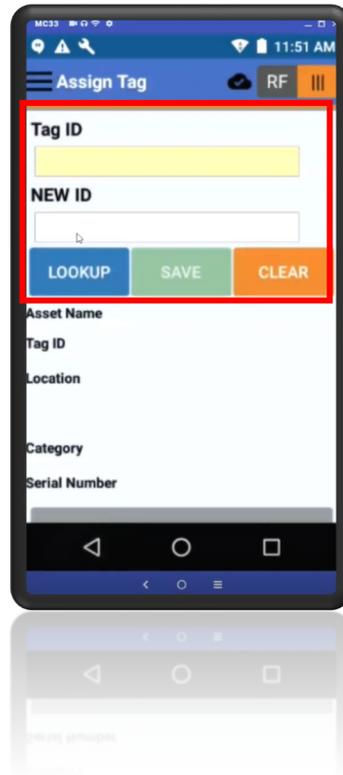
**Please see “Frequent Tagging Examples” section below to determine the most appropriate tagging solution.*

- D. Once the appropriate tag is determined the Finance representative will need to find the asset within the handheld’s mobile application by navigating to the RFTTrack application, signing in, and selecting “Assign Asset Tag”.



- E. The Finance representative will put in the “Tag ID” which is generally a 5-digit number reflected on the addition listing previously provided and select “Lookup”.

- F. Once the Finance representative has found the asset in the mobile application, they will hold down the handheld trigger and scan the tag's barcode. **Note all barcodes have a prefix of "FA" and is noted clearly on the tag.**
- G. Once scanned the Finance representative will "Save" the tag ID.



- H. The Finance representative will affix the tag to the equipment. To get the best-read range, the tag should be ideally on the front of the equipment, visible, and placed only horizontally. Not placing the tag appropriately could negatively impact the read range and hinder the ability to pick of the asset in future inventories.
 - a. Please see "Frequent Tagging Examples" section below to view some examples.
- I. The expectation is for all tags to be affixed to the appropriate equipment within two weeks of addition listing being sent or tags delivered.

DEFINITIONS

Radio-frequency identification (RFID) – A passive system that uses electromagnetic fields to automatically identify and track tags attached to objects when triggered.

RFTrack – A web and mobile application designed to track all movable equipment assets within the Universities fixed asset subledger.

Asset Management – also known as the Oracle Fixed Asset Sub Ledger (FASL) – A repository containing all details of capital assets.

Untaggable – This is the process of notating an asset as "untaggable" within RFTrack. During the biennial inventory, these will have to physically validated by the department since these assets do not have the tag affixed.

CONSEQUENCES OF NON-COMPLIANCE

Assets may not be inventoried as intended per Code of Federal Regulations (CFR) §200.313 Equipment (See (d) (2)) and if we fail to be in compliance with this federal regulation, we could impact the ability to receive further federal funding.

FREQUENT TAGGING EXAMPLES

Movable Equipment Name	Type of Tag	Inventory/Notes
"Precious" Art/Antiques	Non-metal mount tag on hang tag, otherwise *Untaggable.	<p>If a hangtag cannot be used, then the asset will be noted in RFTTrack as "Untaggable" and will have to be physically verified by the department every two years as part of inventory.</p> 
Furniture	Metal mount tag or non-metal mount tag.	<p>In the event the furniture per unit meets the capital criteria, it will be tagged with a non-metal mount tag if it is made of wood or plastic. If the furniture is metal, it will be tagged with metal mount tag.</p>
Software	Metal mount tag on associated hardware, otherwise *Untaggable	<p>If there is a hardware component associated with the software that will always be associated with that software and will be disposed of at the same time as software, the hardware can be tagged. Otherwise, it will be noted in RFTTrack as "Untaggable" and will have to be physically verified by the department every two years as part of inventory.</p>
AV Systems	Metal mount tag	<p>AV Systems are unique in that they are made up of multiple components, but the goal is to tag the component with the most monetary value. If this is not possible, tag a component in the lectern.</p>

<p>Catalysts/Server/IT Equipment in Hill (Data) Center</p>	<p>Mini-Metal mount tag</p>	<p>The IT equipment residing at the Hill Center with Racks have very little capacity, so they will likely require the smaller tag option.</p> 
<p>Other Catalysts/Server/IT Equipment</p>	<p>Metal mount tag</p>	<p>For equipment in data closets, these can generally be tagged with metal mount tags on the side ideally positioned to face the closet door for best read range.</p>
<p>Rotors used in Centrifuges</p>	<p>Metal mount tag if base, otherwise *Untaggable</p>	<p>If a rotor has a base/stand, this can be tagged with a metal mount regardless of whether the rotor resides in a cold room or at room temperature.</p>  <p>If the rotor does not have a stand, the rotor cannot be tagged thus will be noted in RFTTrack as "Untaggable" and will have to be physically verified by the department every two years as part of inventory.</p>

Objectives used in Microscopes	*Untaggable	Objectives can likely not be tagged and will be noted in RFTTrack as “Untaggable” and will have to be physically verified by the department every two years as part of inventory.
Scientific Freezers	Metal mount tag	Freezers should be tagged with a metal mount tag on the front right top corner for optimal read range.

ADDITIONAL CONTACTS

Subject	Contact	Office	Phone	Email
Fixed Assets	Finance	Accounting	(615) 343-6601	capitalassets@vanderbilt.edu

RELATED POLICIES/DOCUMENTS

[Capitalization Policy](#)

[Fabrication of Fixed Assets](#)

[Property Transmittal Form](#)

HISTORY

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