



Designation: E2631 – 20

Standard Practice for Physical Placement of an Entity-Controlled Supplemental Identification Label¹

This standard is issued under the fixed designation E2631; the number immediately following the designation indicates the year of original adoption or, in the case of revision, the year of last revision. A number in parentheses indicates the year of last reapproval. A superscript epsilon (ϵ) indicates an editorial change since the last revision or reapproval.

1. Scope

1.1 This practice is for supplemental identification labels assigned by an entity and affixed to equipment to permit control.

1.2 Identifying labels include, but are not limited to, removable tags, bands, and plates.

1.3 This practice is not intended for material or manufacturer's warranties.

1.4 This practice is not intended for markings of original equipment manufacturers (OEMs).

1.5 The values stated in SI units are to be regarded as standard. No other units of measurement are included in this standard.

1.6 *This standard does not purport to address all of the safety concerns, if any, associated with its use. It is the responsibility of the user of this standard to establish appropriate safety, health, and environmental practices and determine the applicability of regulatory limitations prior to use.*

1.7 *This international standard was developed in accordance with internationally recognized principles on standardization established in the Decision on Principles for the Development of International Standards, Guides and Recommendations issued by the World Trade Organization Technical Barriers to Trade (TBT) Committee.*

2. Referenced Documents

2.1 *ASTM Standards:*²

[E2135 Terminology for Property and Asset Management](#)

[E2279 Practice for Establishing the Guiding Principles of Property Asset Management](#)

¹ This practice is under the jurisdiction of ASTM Committee E53 on Asset Management and is the direct responsibility of Subcommittee E53.01 on Process Management.

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² For referenced ASTM standards, visit the ASTM website, www.astm.org, or contact ASTM Customer Service at service@astm.org. For *Annual Book of ASTM Standards* volume information, refer to the standard's Document Summary page on the ASTM website.

[E2452 Practice for Equipment Management Process Maturity \(EMPM\) Model](#)

2.2 *Federal Standard:*³

[MIL STD 130 Standard Practice for Identification Marking of U.S. Military Property](#)

3. Terminology

3.1 *Definitions*—See Terminology [E2135](#) for definitions related to property and asset management.

3.1.1 *impractical, adj*—unwise to implement or maintain in practice.

3.1.2 *label, n*—an identifying or descriptive marker that is attached to an object.

3.1.3 *placement, n*—act of placing, adhering, or affixing a label in a certain place or location.

3.1.4 *supplemental, adv*—something added to provide further information.

4. Summary of Practice

4.1 The intent of this practice is to provide uniform guidance for the physical placement of a supplemental label on equipment in the possession or control of an entity.

5. Significance and Use

5.1 There is no consistent method for the physical placement of an identifying label on equipment in the possession of an entity.

5.2 This practice is intended to expedite and improve the physical inventory and self-assessment processes and other occasions in which the instant identification of equipment is needed for purposes of control, management, or determining ownership, or a combination thereof.

5.3 The further intent of this practice is to reduce the administrative costs associated with activities requiring equipment identification, that is, physical inventory, self-assessments, and audits and to supplement Practice [E2279](#), Practice [E2452](#), and MIL STD 130.

³ Available from U.S. Government Publishing Office (GPO), 732 N. Capitol St., NW, Washington, DC 20401, <http://www.gpo.gov>.

Entity Identification Label

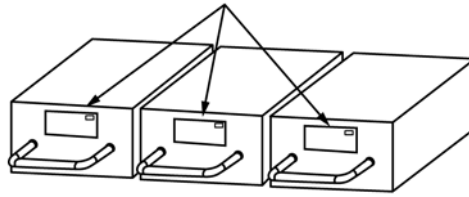


FIG. 1 Entity Identification Labels Facing the User

OEM Nameplate

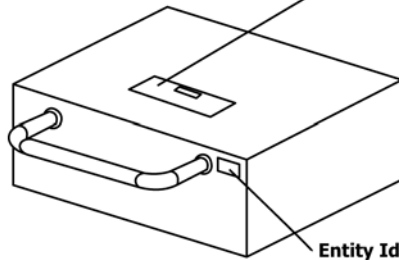


FIG. 2 Entity Identification Label Placed on Front Right Side of the Equipment

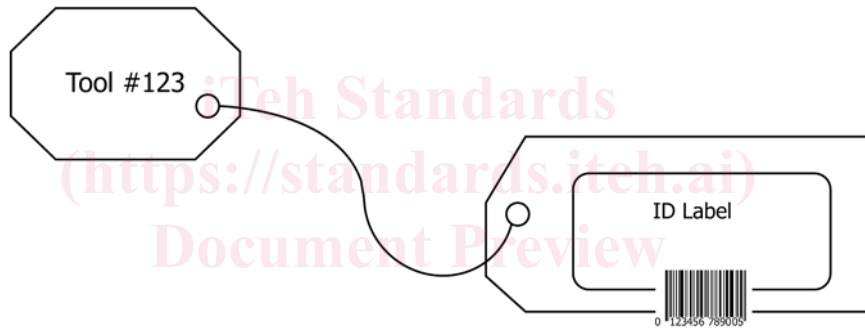


FIG. 3 Entity Identification Label Attached to Tool

6. Procedure

6.1 When space allows, the label shall be physically placed on the equipment item so that it shall face the user directly and be seen easily. The label shall be consistently placed, that is, placed in the same location or approximate location, does not overlay the OEM marking, and can be conveniently read. The placement and reading of the tag should not require movement of the equipment nor disrupt any processing that it supports. (See Fig. 1.)

6.2 When space is insufficient, the label shall be physically placed on the front right side of the equipment, or the rear for rack mounted equipment. The label shall be consistently placed, that is, placed in the same location or approximate location, does not overlay the OEM marking, and can be conveniently read. (See Fig. 2.)

6.3 If for any reason the supplemental label is necessary but physically impractical, the same information should be affixed to a protective covering or by a temporary bond, such as a shoe tag, and shall be contained in the equipment record. (See Fig. 3.)

6.3.1 If a supplemental label is necessary but physically impractical to attach, the property system record used to control the item shall be annotated appropriately, such as “labeling not practical” or similar language.

6.4 The placement of the label will not interfere with the operation of the equipment.

7. Keywords

7.1 entity; equipment; identification label; placement; tag