2021 Asset Inventory and RFID tagging

October 29, 2021
Reasons for comprehensive inventory and tagging efforts:

Creation of internal efficiencies within UVM:
- Moving from manual process to RFID technology
- Shift to a rolling inventory schedule
- Ability to do ad-hoc inventory counts
- Touchless inventory

Compliance with federal requirements
- Uniform Guidance – 2 CFR Part 200

Asset safeguarding and internal controls

Integration with PeopleSoft and IWMS
Introduction - Who?

Controller’s Office: Lindsey Donovan
Financial and Cost Accounting Services: Renee Hunt
Departments: You!

Mike Fister – Vice President (14+ years related experience)
Matt Kwapick – Director (12+ years related experience)
Additional 3 HCA Staff
HCA Qualifications:

35+ years of asset verification work predominantly in Higher Education Laboratory and Research space.
HCA serves more than 62 higher education institutions.

Expertise in research, lab, clinical, office, and hospital equipment and valuation of such equipment.

In-depth knowledge of how to optimize asset records to maximize indirect cost (F&A) reimbursements

Inventory Tracking Software (HITS) designed in-house by our Capital Asset Management (CAM) team

History of working with U Vermont since 2008
Inventory Process

Onsite Comprehensive Baseline Asset Inventory:

- Capital Asset Verification of Approx. 5,500 capital assets in 130 buildings
  - Tag confirmed matches (RFID)
  - Reconcile missing assets to remove “Ghost Items”

- Reconcile Data Records
  - Complete an accounting reconciliation to create clean baseline asset file

- Implement HCA’s Inventory Tracking System (HITS)
  - Provide onsite training
  - Upload new baseline asset inventory for perpetuation
Kick off

• Inform University community – October, 2021
• Initial Town Hall meetings – Oct. 29th, 2021
• Clarify roles/responsibilities
• Opportunity for questions

Phase 1: Blitz

• Building focus
  HCA staff will cover spaces across campus
  Majority of equipment will be located during this phase
  Nov 15 – Dec 3, 2021

Phase 2: Reconciliation

• Department focus
  Scheduling of appointments to locate items not found during Blitz phase
  List of ‘to be accounted for’ items will be provided to departments in advance
  Nov 29 – Dec 17, 2021
Common Topics

• Accessibility to sensitive space
  • Biosafety Level 3 (BSL3s)
  • Animal Areas (Vivariums)
  • Clinical Areas

• Dissemination of information
  • Memo sent out to departments
  • Departments should distribute correspondence to all pertinent building occupants who may be affected by this effort

• Timing of HCA personnel presence in each space
  • Preliminary schedule for Blitz Phase can be found on Asset Inventory Project Website
Common Topics (continued)

• Identification of HCA personnel
  • HCA staff will wear badges and will carry print out of memo in case occupants are unaware of asset inventory initiative

• Physical scanning of tags
  • Treatment of untaggable assets – small subset of research assets that should not be tagged
  • Treatment of vehicles, IT switches

• Perpetuation of inventory efforts
• Fully-depreciated assets
Common Topics (continued)

RFID Tags

MetalCraft Universal Micro – Passive Tag, Foam backing, works better on metal

**Passive:** No battery, antenna responds to Radio Frequency emitted from scanner (does not actively emit signal).

**Read Range:** 2-8’ can be read through wood or plastic, not metal

**Tag Placement:** Tags will be placed on front of asset to ensure most effective read range and minimize interference

*UHF 902-928 MHz is the FCC standard frequency range used in North America, South America, and the Caribbean and Gen 2 (EPCglobal Class 1 Generation 2) is the global industrial standard being used by end-to-end supply chain applications.*
Keys to Successful Comprehensive Inventory

- Communication
- Tools and Technology
- Points of Contact
- Data Integrity
- Space Access
- Floor plans
- Flexibility
Communication & Next Steps

**Asset Inventory Project Website** – Website will include all updates relevant to project, including this presentation, schedule, FAQs:

[https://www.uvm.edu/finance/RFID-tagging](https://www.uvm.edu/finance/RFID-tagging)
Questions?

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