

JPL Property Tagging Requirements

Handling of NEMS Tags

JPL will provide NEMS tags in increments of 90 tags per sheet directly to the Subcontractor as required.

Property ID Tags:



Items to be tagged may included but not limited to the following equipment:

- Computers,
- CD/DVD Units,
- Disk Drives,
- Modems,
- Monitors,
- Printers,
- Scanners,
- Tape Drives, and
- Terminals.

The Subcontractor shall affix one NEMS tag to the upper left hand corner of the front or operating side of each controlled equipment item, preferably next to the manufacturer's logo or model identification number.

The Subcontractor will store the NEMS tags in a locked storage container.

Reporting Requirements

The Subcontractor will keep a NEMS tag disbursement log in excel format. The log will list each NEMS tag number in sequential order, the date the tag was affixed to the equipment, the applicable MR number and serial number of the

equipment. If a NEMS tag is lost or damaged, the log will reference this information. The log (excel file) will be provided to JPL on a monthly basis.

The Subcontractor will provide JPL with advanced notice when it is determined by the Subcontractor that the total NEMS tag inventory is approaching that of two weeks usage level.