

## Network Labeling Standard

### Introduction

Structured cabling projects require consistency and consistent identification for future repairs and interactive future projects. By setting a standard for network labeling going forward, the Office of Management and Enterprise Services can ensure ease of work going forward.

### Purpose

The purpose of this standard is to set consistency across port numbers and wireless access points. The goal is to have consistent number and easy identifications should any repairs need to take place. This standard applies to all customer-facing data ports and associated wireless access points and should be followed on all new installations and labeling projects.

### Definitions

AP – Access Point.

OMES – Office of Management and Enterprise Services.

### Standard

The following practices for network labeling should be observed:

- Patch Panel Labeling – Customer-Facing Data Ports.
  - Format: [Floor] . [Closet Number] - [Port Number].
    - Example:
      - 1.1-001 = Floor 1, Closet 1, Port 1.
  - Instructions:
    - Label only customer-facing data ports using this format.
    - Number closets per floor using .1, .2, etc.
      - Example:
        - 1.1 = Floor 1, Closet 1.
        - 1.2 = Floor 1, Closet 2
    - Label patch panel ports sequentially across all panels in the rack:
      - Example:
        - Panel 1: 1.1-001 to 1.1-048.
        - Panel 2: 1.2-049 to 1.1-096
      - Continue as needed, without restarting numbering per panel.
    - Labels must be durable, clearly legible and affixed directly to the patch panel at the rack.
- Wireless Access Point Labeling.
  - At the rack:
    - Format: AP- ###.
    - Example:
      - AP-001, AP-002, etc.
    - This label identifies the patch panel port where the AP is terminated.
  - On the AP device itself:
    - Format: AP - ### - XXXX
      - Where XXXX is the last four characters of the MAC address.
    - Example:
      - AP-001-3F5C.

- The label should be affixed directly to the AP device in a clearly visible location.
  - Instructions:
    - AP numbers should be assigned sequentially within the building.
    - Ensure each AP's rack port (AP - ###) corresponds with its device label (AP - ### - XXXX).
- General Guidelines.
  - This standard applies to all customer-facing data ports and wireless access points statewide.
  - Avoid duplicate numbering within any closet or building.
  - Always use padded port numbers (e.g., 001, 002) for consistency and storability.
  - For any classification or edge cases, contract OMES prior to installation.

### Compliance

This standard shall take effect upon publication and is made pursuant to Title 62 O.S. §§ 34.11.1 and 34.12 and Title 62 O.S. § 35.8. OMES IS may amend and publish the amended standards policies and standards at any time. Compliance is expected with all published policies and standards, and any published amendments thereof. Employees found in violation of this standard may be subject to disciplinary action, up to and including termination.

### Rationale

To coordinate and require central approval of state agency information technology purchases and projects to enable the chief information officer to assess the needs and capabilities of state agencies as well as streamline and consolidate systems to ensure that the state delivers essential public services to its citizens in the most efficient manner at the lowest possible cost to taxpayers.

### Revision history

This standard is subject to periodic review to ensure relevancy.

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|-----------------------------------------------------------|----------------------------------|
| <b>Effective date:</b> 06/17/2025                         | <b>Review cycle:</b> Annual      |
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| <b>Approved by:</b> Dan Cronin, Chief Information Officer |                                  |