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	Effective Date: January 31, 2008
Retired:	Revised: October 1, 2013
Approved by: A. Cherrie Epps, Ph.D. President and Chief Executive Officer <i>A. Cherrie Epps Ph.D.</i>	
<b>Subject: Office of Information and Technology – Backup Power System Policy</b>	

<p><b>PURPOSE:</b>          The Vice President for Information Technology (VP) is designated as the institutional officer responsible for ensuring continued operation of the Meharry Computer Center and network in the event of an extended electrical power interruption. This policy defines the operation of the Computer Center’s Backup Power Systems.</p>
<p><b>POLICY STATEMENT:</b>          The continued and uninterrupted operation of the Meharry Computer Center and servers and network equipment housed in it is essential to the mission of the College. Toward this end, IT has installed a 100-kilowatt diesel generator and a 50-kilowatt uninterruptible power system (UPS). The purpose of this policy is to set forth guidelines for the operation, testing, and maintenance of these systems.</p> <p><b>Applicability:</b> This policy is applies to all managers and staff of Meharry’s Information Technology (IT) division who are involved in the installation, operation, and maintenance of the server and network equipment housed in the Computer Center.</p> <p>Access to network and computer systems owned or operated by Meharry medical College is essential to Meharry’s mission. The proper functioning of the Backup Power Systems helps to ensure this access during power outages.</p>
<p><b>DEFINITIONS:</b>  <b>Authorized Use:</b> authorized use of Meharry Medical College owned, leased, operated, or contracted computing and network resources is used consistent with the education, research, and administrative mission of the College and is consistent with this policy.  <b>CO:</b> Compliance Officer, the enforcing unit for the Computer and Network Usage Policies at Meharry Medical College.  <b>MMC:</b> Meharry Medical College (alias the College) for which the policy manual applies.  <b>OIT:</b> Information Technology, the source for establishing the Computer and Network Policies at Meharry Medical College.  <b>UPS:</b> Uninterruptible Power System, a system which stores electrical power in rechargeable batteries which can be used to power essential systems in case of power outages.</p>



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**POLICY:**

**General Principles**

To make the best use of the Backup Power systems, they must be operated and maintained according to the manufacturers' and installing electrical contractor's guidelines.

**Operation**

The Backup Power systems are designed to operate without significant manual intervention. They will start automatically when an interruption of electrical power from the utility power grid is detected and will continually operate until the power is restored. Normally, the only operational tasks required are to monitor the level of diesel fuel in the tank and to observe the scheduled automatic tests of the systems.

The protected network and servers equipment in the Computer Center draws its power from the UPS at all times, even when commercial power is available. The batteries are continuously recharged from this commercial power. When an interruption of electrical power from the commercial power grid is detected, the equipment which is connected to the UPS will continue to operate from the UPS with no interruption in service, But the generator will automatically start up to provide power to recharge the batteries. The generator's fuel tank holds 500 gallons of diesel fuel, enough to run the generator for up to 72 hours. When the commercial power is restored and has become stable, the electrical service switches back to the commercial power grid and the generator shuts down automatically.

The equipment protected by the Backup Power System UPS includes all servers in the Computer Center, essential network equipment, the telephone switchboard, the Help Desk, and the building access and alarm system. In addition, the computer room air conditioning system, the computer room lights, and the hall lights on all three floors will be powered by the generator only.

**Testing**

At a predetermined time and date each week, the generator will automatically start and will run for an interval long enough to warm up the oil in the crankcase. Additionally, during the first week of each month, the control in the transfer switch in the server room will be manually set to its fully system test position. This will actually interrupt the utility power when the test begins, causing the protected equipment in the server room to operate from the UPS, which will be recharged from the generator during the test.



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**Maintenance**

The systems are initially under full warranty. Upon the expiration of those warranties, a maintenance agreement will be negotiated with the appropriate electrical contractors(s). Normally, the only maintenance required by IT staff is to monitor the fuel level and to observe the proper operation of the systems during scheduled tests.

**Contact**

Questions concerning this policy or its intent should be directed to the Vice President for Information Technology

**EXHIBITS: None.**