



UNITED STATES PATENT AND TRADEMARK OFFICE

OFFICE OF THE CHIEF INFORMATION OFFICER

USPTO IT Facility Emergency Power Off (EPO) Switches Policy

OCIO-5012-09

Date of Issuance: September 1, 2009

Effective Date: September 1, 2009

Review Date:

TABLE OF CONTENTS

Section

- I. Purpose
- II. Scope
- III. Definitions
- IV. Policy
- V. Responsibilities
- VI. Effect on Other Policies

I. PURPOSE

This policy defines the proper use of the Emergency Power Off (EPO) switches in the USPTO IT facilities.

II. SCOPE

The provisions of this policy and procedure apply to all USPTO personnel that have been granted unescorted access to any of the USPTO IT facilities. Any government or contractor personnel that request access to these facilities are required to read and sign this policy to indicate that they understand the provisions, policy, and use of the EPO device, before access will be allowed. When requesting access privileges to any IT facility, a copy of this signed policy must be included with the Change Record requesting access privileges. Copies of all signed policies will be maintained by the Director, Office of Organizational Policy and Governance.

III. DEFINITIONS

IT Facilities - The USPTO Information Technology (IT) Facilities include those facilities containing the Agency's computer and telecommunications equipment located in Madison East and West of the USPTO Alexandria campus, Boyers, and any future remote facilities utilizing EPO technology.

Emergency Power Off (EPO) - An EPO is a standard safety feature which is installed in computer and telecommunications facilities. Activation of an EPO will open all load breakers that provide power to the

USPTO IT Facility Emergency Power Off (EPO) Switches Policy

Power Distribution Units (PDUs) which will disconnect the power leading to all the facility's computer and air conditioning equipment. Life-safety equipment, including emergency lighting and fire suppression systems, will not be affected by the activation of the EPO.

IV. POLICY

The following policies shall govern the maintenance and use of the EPO devices:

- I. The EPO system shall at all times be maintained in an active mode; bypassing the EPO device should only be performed with prior notification of the authorized government IT Facility management personnel.
- II. In the event of a fire or alarm condition, USPTO government and computer personnel shall always follow the proper fire evacuation procedures outlined below. These events do not result in the need to activate an EPO device.
- III. An EPO shall only be activated when there is a life threatening electrical event involving electrocution, serious injury, or potential loss of human life.

V. RESPONSIBILITIES

The following responsibilities apply to all personnel accessing any USPTO IT Facility:

I. Maintenance of the Equipment

In order for the OCIO to ensure the proper protection of the electronic equipment in the IT Facilities and the safety of its personnel, the EPO system must be maintained in good repair and active at all times. Personnel accessing the IT facilities who observe any condition that could potentially comprise the functioning of the EPO system shall report the problem immediately to the Facility Operations and Production Services Division (FOPSD) Manager or his/her designee. The FOPSD Manager shall immediately take the necessary steps to resolve or repair the reported condition.

II. Bypassing the EPO

Some EPOs may be tied to a bypass switch that allows for the EPO to be disabled for maintenance and repairs. The system shall only be placed in bypass when work and/or maintenance is being performed that could cause an inadvertent tripping of the EPO system. The EPO should immediately be re-activated upon completion of the maintenance/repair.

III. Fire or Alarm Conditions

Any time a fire alarm enunciates or visible smoke is observed, USPTO personnel should immediately evacuate the area and proceed to the location designed in the building's fire evacuation plan. Activation of the EPO in these conditions will be the responsibility of the responding emergency personnel (Fire department, police....etc) ONLY.

USPTO IT Facility Emergency Power Off (EPO) Switches Policy

IV. Activating the EPO

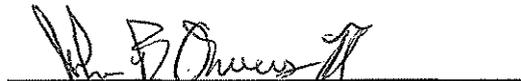
In the event of a potentially life-threatening electrical condition, USPTO personnel may find it necessary to activate the EPO to prevent further injury or loss of life. Activities of the EPO switch by USPTO personnel should only be used in an emergency and as a direct response to an on-going life-threatening event.

The EPO switches are located in close proximity to each of the IT Facility entrances/exits. Each button is protected from accidental activation by a clear plastic shield. In a life-threatening situation, the shield must be raised to engage the EPO switch.

VI. EFFECT ON OTHER POLICIES

This policy has no effect on any other OCIO policy.

ISSUED BY:



John B. Owens II
Chief Information Officer
United States Patent and Trademark Office

OFFICE OF PRIMARY INTEREST: Office of Infrastructure Engineering and Operations