

2015 Business Continuity Policies



POWER OUTAGES

BACK-UP POWER PLAN

- Mayo Clinic Bioservices is connected to two (2) independent power substations from the Rochester Public Utilities (RPU) substation.
- The facility can operate normally from one power substation should there be an outage with one of the two.
- If both power substations are out, our on-site back-up generator will automatically switch on in order to supply power.
- If any of the emergency transfer switches that are connected to the generator lose their normal source, the generator will automatically start and supply those loads.
- If an onsite back-up generator is not available, we have access to an off-site generator for 500kW power.

PLAN FOR POWER OUTAGE WITH LOSS OF BACK-UP POWER SUPPLIES

For a complete power outage lasting longer than four (4) hours, Mayo Clinic Bioservices is able to maintain temperatures through multiple means:

- Liquid nitrogen provides stable temperatures in sealed freezers for a period of four (4) days.
- In our robotic freezers: during power outages we feed liquid nitrogen to the robotic freezers
- In our -70°C/-80°C upright freezers, we:
 - Place dry ice in freezer top shelf to stabilize
 - Refill dry ice every 24 hours
 - Move samples to containers with dry ice and refill dry ice every four (4) hours
- We contact our dry ice vendor to supply dry ice in case of emergency
- We contact our liquid nitrogen vendor for back-up dewers to supply liquid nitrogen



STORAGE UNIT DAMAGE PLAN

Storage units include but are not limited to freezers, refrigerators, cryogenic storage, cold room, robotic freezers at -80°C and upright freezers at -80°C.

ROUTINE MAINTENANCE OF STORAGE UNITS

- We perform preventative maintenance on all equipment on a regular basis.
- We monitor unit temperatures daily using TempTrak.

BACK-UP FOR STORAGE UNITS

- We maintain back-up freezer space on site.
- Mayo Clinic Facilities Department can provide additional freezers for back-up if needed.

ACCESSIONING PLAN

If a power outage occurs and our Laboratory Information Management System (LIMS) is unavailable for a period of time, we create a unique sample ID to accession each sample. We collect the following data points and the unique sample ID in a Sample Information Sheet. This information is later transcribed into our LIMS when online:

- Date and time of collection: entered into LIMS at the time of accessioning
- Date and time of receipt: day/time stamp at accessioning
- Sample temperature upon receipt
- Approximate sample volume
- Plasma hemolysis (recorded after processing)
- Subject ID
- Site ID



SECURITY PROVISIONS

Our building perimeter is secured to Mayo Clinic standards and is accessible only by Mayo Clinic employees who have specific permission to enter the Mayo Clinic Bioservices facility. The portion of the facility dedicated to freezer space is not accessible outside business hours except by trained personnel. In addition, freezers can be locked if clients require additional security.