

## HOKUSAI Data Depository Service operation procedures

### (Overview)

1. This document describes operation details of the HOKUSAI data depository service (referred to as “Service”).

### (Purpose)

2. The System provides services for RIKEN employees. RIKEN employees who are not direct users of the supercomputer system operated by the RIKEN Information System Division (ISD) use a tape archive system (HMS: Hierarchical Storage Management) on the supercomputer system to make backup of their research data and to share their data.

### (Application)

3. This document is based on Supercomputer System Usage Policy (referred to as “Policy”). Conditions such as eligibility and approval of use, prohibition of transfer of a user ID, user’s obligations, notification, revocation of approved users, confidentiality, exclusions and user restrictions are applicable according to the Policy.

### (Unit of use)

4. As a rule, the Service shall be used not by individual users but group users. The minimum user group shall be a research laboratory, a team or a unit. The administrators of the storage areas allocated to user units shall be in RIKEN’s managerial position (e.g. Chief Scientist, Team Leaders, department or section managers).
  2. This unit of use is associated with access control and capacity control of the storage area.

### (Application to become a user)

5. To use the Service, the applicant must obtain consent from the managerial personnel who is the administrator of a unit of use.

(Transfer of a unit of use)

6. If an administrator resigns from RIKEN's managerial post, the administrator role can be transferred to another manager upon request from the administrator or RIKEN.

(User eligibility)

7. Eligibility of users who can use the storage area allocated to a unit of use is based on the article 3 of the Policy.

(System configuration)

8. The volume of the storage resources composing the HSM system shared with the supercomputer system is a tape archive system (total capacity 8PB: uncompressed, 4TB/tape).

(Storage duration)

9. In principle, the storage duration is five years.

(Conditions of use)

10. Each unit of use initially gets 4TB of tape capacity, which can be extended by 4TB up to 52TB. Because the capacity of a single tape cartridge is used as a base for tape capacity allocation, 4TB x 2 is the base capacity. However, because tapes are redundant in the initial setting, the actual capacity becomes double the allocated capacity
  2. If capacity needs to be bigger than the maximum capacity, consult with ISD.
  3. The maximum capacity value is only a standard. It is likely to adjust the capacity according to other subjects.
  4. A capacity extension request can be submitted anytime.
  5. Used storage capacity is summarized at the end of April, August and December. If a unit of use uses only small capacity, we will review its usage plan and cut unnecessary capacity. Note that cut capacity can be reapplied in necessary.

(Handling of data having no administrator)

11. Even within storage duration, if data have no administrator, ISD can take an action to such data (more specifically, moving data to another system or removing data).

(Others)

12. Other necessary procedures not specified in this document shall be defined by the ISD Director.

Supplementary provision

1. This document will be enforced on June 25, 2015.
2. Amendments related to RIKEN's organizational changes on April 1, 2018.

Amendments: Article 2, Article 10, Article 11, Article 12