**HPC Policies**

## 4.2 Use of the Resources

**Users are responsible to read documentation and guidelines published on HPC wiki pages. That include documentation for the use of particular application(s), but also documentation about general use of the servers. Users may install only software packages/programs which are compatible with server's system software. To ensure compatibility, users must consult with HPC staff before installation(s). HPC will not provide support or advice for applications/software packages which are not checked for compatibility. Job priorities are set on optimal level. Users are not allowed and should not try to manipulate priorities in order to gain up speed – that will result in slow down of the job. HPC staff will not correct user changed priorities to default level.**

## 4.3 /scratch

Disk storage on the HPC systems is used only for "scratch" files. "scratch" files are temporary and are not backed up. /scratch is used by jobs queued for or in execution. Output from jobs may temporarily be located in /scratch.

In order to submit a job for execution, a user must "stage" or "mount" the files required by the job to "/scratch" from "/global/u" using UNIX commands and/or from "SR1" using iRODS commands.

Files in /scratch on a system are automatically purged when (1) file has not being accessed/read for two weeks and (2) when scratch usage reaches 80% of all available space, any file resided more than two weeks.

The amount of scratch space on the systems has been increased and is now as indicated below:

| System | Available scratch space |
| --- | --- |
| ANDY | 20 terabytes |
| PENZIAS | 113 terabytes |
| SALK | 126 terabytes |
| KARLE | Shares PENZIAS' scratch space |
| BOB | 8 terabytes |
| APPEL | 116 terabytes. |

The user is responsible for taking the actions necessary for moving files to be kept from /scratch to /global/u or SR1.


**Acceptable Use Policy and the User Account and Password Policy.**

**Citations**
It is the policy of NSF that researchers who are funded by NSF or who make use of facilities funded by NSF acknowledge the contribution of NSF by including the following citation in their papers and presentations:

 "This research was supported, in part, under National Science Foundation Grants CNS-0958379, CNS-0855217, ACI-1126113 and the City University of New York High Performance Computing Center at the College of Staten Island."
 The HPC Center, therefore, requests its users to follow this procedure as it helps the Center demonstrate that NSF's investments aided the research and educational missions of the University.

**4.4 Data retention and account expiration policy**
 Project directories on SR1 are retained as long as the project is active.  The HPC Center will coordinate with the Principal Investigator of the project before deleting a project directory.  If the PI is no longer with CUNY, the HPC Center will coordinate with the PI's departmental chair or Research Dean, whichever is appropriate.
 For user accounts, current user directories under /global/u are retained as long as the account is active.  If a user account is inactive for one year, the HPC Center will attempt to contact the user and request that the data be removed from the system.  If there is no response from the user within three months of the initial notice, or if the user cannot be reached, the user directory will be purged.

**Backups.**
/global/u user directories and SR1 Project files are backed up automatically to a remote tape silo system over a fiber optic network.  Backups are performed daily.
 If the user deletes a file from /global/u or SR1, it will remain on the tape silo system for 30 days, after which it will be deleted and cannot be recovered.   If a user, within the 30 day window finds it necessary to recover a file, the user must expeditiously submit a request to hpchelp@csi.cuny.edu.
 Less frequently accessed files are automatically transferred to the HPC Center robotic tape system, freeing up space in the disk storage pool and making it available for more actively used files. The selection criteria for the migration are age and size of a file. If a file is not accessed for 90 days, it may be moved to a tape in the tape library – in fact to two tapes, for backup. This is fully transparent to the user. When a file is needed, the system will copy the file back to the appropriate disk directory. No user action is required.
There is limit in number of files per user in /global/u to 10 000. Large number of small files should be archived as one large file before stored into /global/u. space. User space at global/u is limited to 100Gb. Additional space can be obtained per user request if  the project requires it.