



United States
Department of
Agriculture

Grain Inspection,
Packers and Stockyards
Administration

Stop 3613
1400 Independence Ave., SW
Washington, DC 20250-3613

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Reference #213

TO: GIPSA POLICY BULLETIN BOARD

FROM: Frieda Achtentuch, CIO /s/ *Frieda Achtentuch*
Information Technology Staff

SUBJECT: Network Disk Space Quotas

ORIGINATING OFFICE: Information Technology Staff

1. PURPOSE

The purpose of this policy is to establish network disk space quotas for all Grain Inspection Packers and Stockyards Administration (GIPSA) employees.

2. BACKGROUND

GIPSA employees that have been granted access to GIPSA computer resources have a responsibility to use these resources in a responsible manner.

Disk space is a finite resource that is time-consuming and expensive to increase, and the scarcity of disk space can seriously impact all employees within GIPSA and the computing systems they access. Therefore, it is prudent for all employees to make efforts to conserve disk space at all times.

The use of disk quotas, which are "disk space" limits, is a proactive measure that allows for better management of disk space resources. By allocating a "fair" amount of space to each employee, the larger population is protected from a scarcity of space due to monopolization by one or a few employees.

In support of GIPSA's Continuity of Operations, all GIPSA network drives are replicated in "real-time" to an off-site location and tape backups are performed nightly. Since all files on the GIPSA network drives are replicated and backed-up, having unnecessary files on the GIPSA network leads to slower response time on the GIPSA Network and increases the time that it takes to perform the nightly back-ups. Both of these conditions seriously impact all employees within GIPSA.

3. **POLICY**

Information Technology Staff (ITS) will apply disk quotas for all GIPSA network directories that employees access on systems managed by ITS.

Disk quotas are applied on each GIPSA network drive, specific disk quotas vary by network drive system and employee.

Employees are asked to periodically review disk space utilization, and delete or off-load any unnecessary files. These may be documents that are no longer useful, or documents that are duplicated in several places.

Employees will receive an email notification when they have reached 95 percent, 98 percent, and 100 percent of their allotted quota. An example of the email is as follows:

From: GIPSA-IT-OB@gipsa.usda.gov
To: Doe, John A
Cc:
Subject: 95 percent quota threshold exceeded

User GIPSA\JADoe has exceeded the 95 percent quota threshold for the quota on D:\Data\DCHome\JADoe on server DCFS0. The quota limit is 500.00 MB, and 475.00 MB currently is in use (95 percent of limit).

At 95 percent and 98 percent of the quota limit employees will be able to save files, however once the 100 percent limit is reached no files will be able to be saved until files are deleted or off-loaded.

Check the size of your Home Directory folder

The size of your H: drive can be checked by opening up your Windows Explorer (not Internet Explorer), and clicking on your H: drive. You should see all of your file folders in the right hand window. Click in the window and go to Edit/Select All. Your file folders on the H: drive should become highlighted. Right click any of the highlighted folders and go to properties. Your H: drive space will show up in the dialog box that appears.

Be careful not to select only the H: drive in the right pane (in which case, none of your folders on the H: drive will become highlighted) and view the properties. This will give you the total space left on the H: drive for the entire Agency.

Realizing that special needs do exist, ITS can increase quotas for specific employees, on a case-by-case basis. Procedures for requesting additional quota space are outlined below. However, additional drive space will be allocated only when the use is consistent with the GIPSA Computer and Network Use Policies.

Occasionally, a project will require larger amounts of disk space. Project Managers are urged to seek technical assistance to find out if there is a more efficient way to store data. Assistance is available from ITS Help Desk.

4. PROCEDURE FOR EXEMPTION TO DISK QUOTA

Employees who feel that they need additional space for project work should have their Supervisors contact the Information Technology Staff (ITS) Help Desk, at 1-866-484-4772, to submit the request or an employee's Supervisor can create an online GIPSA Help Desk ticket. A completed "User Modification Form" must be attached to a GIPSA Help Desk ticket. An employee's Home Directory will not be increased beyond 1 GB.

The purpose and duration for the increase must be stated. The ITS Help Desk will refer the request to the Network Telecommunications Branch for completion.

Project managers who feel they need additional space should contact the ITS Help Desk, at 1-866-484-4772, to submit the request or create an online GIPSA Help Desk ticket. A completed "User Modification Form" must be attached to a GIPSA Help Desk ticket. After initial discussion to establish the specific need and availability of resources, the request will be forwarded to the Network Telecommunications Branch for completion.

After each Project ends, Network Telecommunications Branch will reinstate the default quota for all employee accounts that no longer need increased quotas, based on the original discussion and request.

A copy of the User Modification Form can be found at:

http://ingipsa.usda.gov:8010/it-support/act-mgt/account_management.htm

6. QUESTIONS

Direct any questions concerning network disk quotas to the GIPSA Help Desk at 866-484-4772 or 202-720-2255.

Attachment

Attachment

FREQUENTLY ASKED QUESTIONS (FAQ):

1. What is the default quota limits applied to GIPSA Network Drives?

Employee's Home Directory (H:)	500 MB
Local Files Directory (I:)	30 GB *
GIPSA Files Directory (J:)	130 GB
Local Apps Directory (S:)	4 GB **
GIPSA Apps Directory (T:)	270 GB
* Exception	
Atlanta, GA	47 GB
Denver, CO	47 GB
Des Moines, IA	79 GB
Kansas City, MO	170 GB
Washington, DC	110 GB
** Exception	
New Orleans, LA	8 GB
Kansas City, MO	23 GB
Washington, DC	6 GB

2. Are disk quotas really necessary?

Use of quotas is the most effective method available for managing a limited resource; for this reason, it is an industry standard practice. It helps to prevent the total exhaustion of disk resources, which would have an adverse impact on all customers.

3. Can't you just add more drives to meet demand?

While the Agency upgrades servers on a regular basis, it is not possible to perform upgrades on a constant basis. Because these servers handle hundreds of users simultaneously, different technologies are employed from that of the average desktop computer. Performing server upgrades typically requires hours or even days of downtime, to ensure the safety and integrity of user files. Because such downtime can seriously impact Agency operation, it is nearly impossible to schedule such upgrades on an "as-needed" basis.