Data storage conventions on the BCP file system

Preamble. *Measurement data of multi-user devices are stored on a special file system drive called BCB-storage.[1] Here, the data are usually stored in directories that are named for the corresponding measuring devices and for the working groups. In this way, the users have direct data access. Additionally, raw data are backed up in conformity with the DFG guidelines.*

To get principal access to the BCPFS you must be registered at the "MI portal" at https://portal.mi.fu-berlin.de/, which will be taken on by your working groups IT manager. There is a specialised handout on the admission to BCPFS.

In the following, we provide obligatory naming and storing conventions for the BCPFS. These conventions are important to guarantee that the data are listed chronologically and therefore can be easily found by users even after several years of storage. Only the user is responsible for the correct storage of his research data.

How to organize primary and secondary data?

Primary (original) data should be permanently stored under the device directories (e.g., tem-arctica) and must not be changed. A configuration and/date-based subfolder naming scheme may be helpful. Separate folders must be created for each measurement or measurement series. Secondary data (generated from the original data) must be stored in correspondingly named subfolders "below" the primary data.

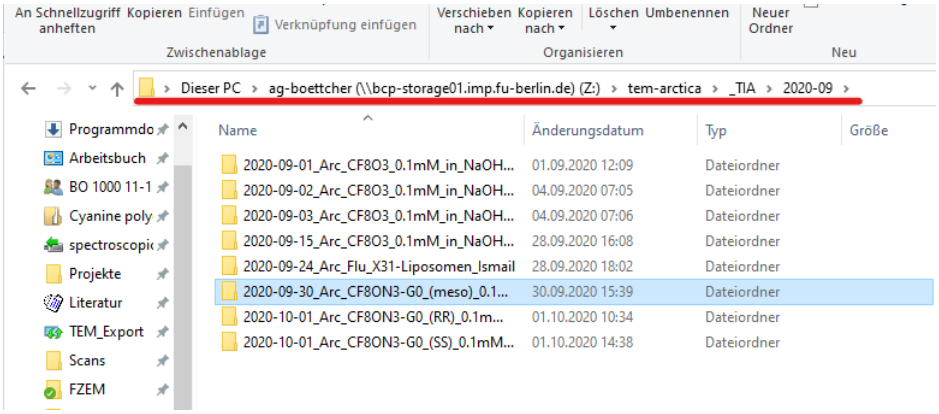
Example, if seen from the device

ag-<lab>/device/configuration and date-based (sub)folder scheme/date-based data name scheme

configuration and date based (sub)folder scheme = Config/YYYY-MM/ (optional)

date-based data name scheme = YYYY-MM-DD_details_like_project_specimen_person/

ag-boettcher/tem-arctica/_TIA/2020-09/2020-09-30_details_like_project_specimen_person/



[1] Please note that the storage is currently still free of charge, but may be charged in the future.

How to organize non-primary data?

Every research group can have their own folders to store data that is not primary or strictly secondary data from measurements from a specific device.

The folder ag-<lab>/ can be used to store data from ongoing research work for a limited period. Users can create sub-folders like ag-<lab>/charly/, to which only the creator has read-write access; member of the research group have read-only access.

IMPORTANT: These sub-folders should be removed before a person leaves the research group.

Sub-folders below projects/ can be used to store research results permanently. All members of the research group can create and manage sub-folders.

Derived research data can be temporarily stored in per-user folders ag-<lab>/people/<name>/ and should be permanently stored in per-project folders ag-<lab>/project/topic/.

Please contact your groups IT manager if you have questions or suggestions.

How to share data more widely?

There are a few special locations for more widely shared information. An example are guides that the facility managers share with all microscopy users. Shared information appears under shared/ in the research group folders. Example:

- ag-<lab>/shared/mf-facility/service/guides/

Creating shared locations is currently a manual process. Feel free to contact bcpfs-support@mi.fu-berlin.de to discuss your use case if you believe that you need a special shared folder.

How to restore lost data from backup?

The BCPFS runs with backups that provide daily data restore points 6 weeks back in time.

In case you need to restore data, send an email to bcpfs-support@mi.fu-berlin.de that contains:

- your ZEDAT account and
- path to the data to be restored.