



## STORAGE CAPACITY POLICY (Exhibit I)

### 0. General

This document constitutes EpiGrid's Storage Capacity Policy. This document outlines the guidelines used to maintain sufficient storage capacity and free space.

Storage Capacity is the total amount of space available to the customer on a single named virtual hard drive, a customer may have one or more virtual hard drives and each is considered separately for the purpose of this policy.

Free Space is the amount of space that is not occupied by data and includes all data on the virtual hard drive.

EXAMPLE: A virtual hard drive with a Storage Capacity of 100 GB that contains 90 GB of data has 10 GB of Free Space, this is also stated as 10% Free Space remaining.

### 1. Storage Capacity Concerns

As with any computing device, some amount of data storage is required for the device to operate correctly. EpiGrid servers and VDIs are no different. If the amount of Free Space on any virtual hard drive becomes too small the device will experience errors and loss of functionality. In order to maintain functionality Storage Capacity and Free Space must be maintained at sufficient levels.

### 2. Storage Capacity Maintenance

EpiGrid actively monitors all virtual hard drives for Storage Capacity and Free Space. In order to ensure the "Uptime Guarantee" outlined in the [EpiGrid Terms of Service](#), EpiGrid will do the following when our monitoring system alerts us about a specific virtual hard drive.

#### **Virtual Hard Drives with a Storage Capacity of 500 GB or less:**

When the Free Space is 10 GB or less:

- Virtual Hard Drives containing Operating System Data
  - we will programmatically attempt to remove un-needed / stale operating system data
  - if Free Space is still 10 GB or less, then 10 GB of Storage Capacity will be added
- all other Virtual Hard Drives
  - 10 GB of Storage Capacity will be added

#### **Virtual Hard Drives with a Storage Capacity of 1000 GB or less (but greater than 500 GB):**



When the Free Space is 5% or less of the Storage Capacity:

- 5% of the Storage Capacity will be added
- EXAMPLE: Storage Capacity is 500 GB, Free Space is 20 GB ( 4% ) then 25 GB will be added for a new Storage Capacity of 525 GB

**Virtual Hard Drives with a Storage Capacity greater than 1000 GB:**

When the Free Space is 5% or less of the Storage Capacity

- EpiGrid will notify the Reseller and request that the customer order sufficient additional storage in order to maintain 5% Free Space, a minimum of 100 GB will need to be ordered
- if the Free Space becomes 10 GB or less, EpiGrid will add 5% of the Storage Capacity

**Virtual Hard Drive Partitions for VDI's and PDMaaS (PDM as a Service)**

This service is managed on a per configuration basis and not an "al a carte" basis.

When the Free Space is 15% or less of the Storage Capacity

- EpiGrid will notify the Reseller and request that the customer upgrade to the next larger configuration or upgrade to a dedicated server as applicable (see above for policy on dedicated servers)
- "al a carte" storage will not be added

When the Free Space is 5% or less of the Storage Capacity

- EpiGrid will automatically upgrade the customer to the next larger configuration or to a dedicated server as applicable (see above for policy on dedicated servers)
- "al a carte" storage will not be added

**3. Additional Guidelines**

a) For billing purposes, each Customer's account will be reviewed once per month for increases in Storage Capacity or Upgraded Configuration. Increases in Storage Capacity will be invoiced on the next month's invoice. For customers who have paid for multiple months in advance, the Customer will be invoiced on the first day of the next month for the co-termed value of the storage, starting on the date of the invoice through the end of the period that was prepaid.

b) Servers and VDIs that are located in offshore data centers require a reboot when Storage Capacity is added. In order to prevent downtime for these Customers, additions to these virtual hard drives will occur during the next weekly "patch window" which is scheduled to be during weekend hours of the datacenter where the Server or VDI is hosted.