Standard Operating Procedure (SOP)

# CDC Code Owners – Generating and Submitting code.json

## Purpose

This SOP provides step-by-step instructions for CDC Code Owners to generate, review, and submit their repository-specific code.json file in compliance with the SHARE IT Act.

## Overview

Each code repository administrator is responsible for generating a metadata file (code.json) that describes their repository. This file is submitted to a central location for automated merging and publication to https://www.cdc.gov/code.json.

## Steps for Code Owners

1. Ensure Python and required libraries are installed:

python -m venv venv  
source venv/bin/activate  
pip install -r requirements.txt

2. Set environment variables in a .env file (provided template):

GITHUB\_TOKEN=your\_github\_token\_here  
GITLAB\_TOKEN=your\_gitlab\_token\_here  
BITBUCKET\_USERNAME=your\_username  
BITBUCKET\_TOKEN=your\_bitbucket\_token\_here  
TFS\_USERNAME=your\_username  
TFS\_PAT=your\_tfs\_pat\_here

3. Execute the appropriate client script:

python github\_client.py --output myproject\_code.json  
# or for GitLab  
python gitlab\_client.py --output myproject\_code.json  
# or for Bitbucket  
python bitbucket\_client.py --output myproject\_code.json  
# or for TFS  
python tfs\_client.py --output myproject\_code.json

4. Review the generated code.json for accuracy. Ensure all fields like name, description, contact email, and tags are correct.

5. Upload the finalized code.json file to the central submission location (OneDrive, S3, or internal Git repository) following your team's guidelines.

## Notes

- Only repository-specific metadata is included in each file.

- Central automation will merge your code.json with others weekly.

- Contact OCIO EA Team for questions or help.