**DOE Requirements Document (DRD)**

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<th>DRD #: DRD-003</th>
<th>Title: Open Source Software Development Policy</th>
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<td>Applicable Contractor(s): 222-S CPCC HMSEC OccMed TWCC Other:</td>
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**General Contractor Requirements: Open Source Software Development Policy**

To efficiently fulfill Departmental requirements to maintain an inventory of all DOE-funded custom-developed software and to report this inventory to the government-wide Code.gov website, metadata and/or code for all scientific and non-scientific (e.g., business) software shall be submitted to DOE CODE. This inventory will foster scientific progress, provide transparency to and promote public uptake of DOE-funded open source software (OSS), and enable DOE to fulfill requirements for government-wide reporting of custom-developed software to Code.gov.

DOE CODE is a software service platform and search tool that allows for scientific and business software to be provided to the U.S. Department of Energy (DOE). DOE CODE provides functionality for collaboration, archiving, and discovery of scientific and business software. DOE CODE replaces the Energy Science and Technology Software Center (ESTSC).

In accordance with Office of Management and Budget Memorandum M-16-21, *Federal Source Code Policy: Achieving Efficiency, Transparency, and Innovation through Reusable and Open Source Software*, DOE CODE will fulfill requirements to maintain an inventory of all DOE-funded custom-developed software and to report this inventory to the government-wide Code.gov website.

When providing software and code to DOE CODE, users will first need to identify what type of software they are submitting - scientific or business software. Users who are unsure of the type of software shall coordinate with the Hanford federal CIO.

In cases where a repository link from which OSTI can access and archive software is not available, the software itself should be submitted to OSTI along with associated metadata. For submission of limited availability software, please continue to utilize Announcement Notice 241.4 via E-Link. Beta/Future versions of DOE CODE will address submission of limited availability software.

Note: Throughout this policy, the terms "software" and "code" are used interchangeably.

**Providing Software to DOE CODE**

DOE CODE offers two paths for users to provide code. Users can (1) Submit code to DOE CODE, and (2) Announce code to the Department of Energy for official review and release through DOE CODE.

**Submit Software to DOE CODE**

Users may want to simply submit their code to DOE CODE. Submitting to DOE CODE is easy, with only a minimal set of metadata required. Submitting offers increased discoverability and the option to obtain a Digital Object Identifier (DOI) for the code, making it more easily citable and shared. Code in early development, along with those wanting to obtain DOIs early in the process, are the primary use case for this functionality.
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Required Metadata to Submit Software to DOE CODE:

- Project Type
- Repository Link; Landing Page; Source Code or Compiled Binary
- Software Title
- Description/Abstract
- License(s)
- Developers
- Sponsoring Organization Name

Announce Software to the Department of Energy through DOE CODE

Users may need to announce their code to the Department of Energy to ensure announcement and dissemination in accordance with DOE statutory responsibilities. Codes in later stages of development are the primary use cases for this functionality. For announcement to the Department of Energy, there are basic requirements for metadata fields; however, other optional/non-mandatory data fields should be included during announcement when possible.

DOE facilities/contractors who have developed and/or modified software during work supported by DOE or during work carried out for others at DOE facilities are required to announce a record of the software to the Department of Energy.

Required Metadata to Announce Scientific Software to DOE CODE:

- Project Type
- Repository Link; Landing Page; Source Code or Compiled Binary
- Software Title
- Description/Abstract
- License(s)
- Developers
- Release Date
- Sponsoring Organization Name
- Primary Award Number
- Research/Sponsor Organization Name
- Contact Information

Specific Contractor Requirements:

None. This policy is applicable to any/all contractors developing software with DOE funds.

Additional Requirements:

Additional information, including current policy and guidance can be found at https://www.osti.gov/doecode/

This policy & requirements document aligns the Hanford site with DOE and Whitehouse level
direction regarding government-funded software development activities, which can be found at https://www.energy.gov/sites/prod/files/2018/04/f51/OCIO-OSTI-Joint-Memo-on-OSS-DOE-CODE_0.pdf