WORKING COPY

VERIF. DATE: _____

INTIALS: _____

CP3-OP-0025 FRev. 2	TITLE: Document Control Process	Page 1 of 18

DOCUMENT CATEGORY: ☒ Administrative ☐ Technical

LEVEL OF USE: ☒ Information Level ☐ Reference Level ☐ Continuous Use

FUNCTIONAL AREA: Business Services **SUBJECT MATTER AREA:** Document Control	**SUBJECT MATTER EXPERT**: Jessica Lee, Procedures and Document Control
NUCLEAR SAFETY REVIEW DOCUMENTATION: FRNP-18-0605-D	**APPROVED BY/DATE** (Signature on file): Jennifer Blewett, Records and Document Administration Manager / 12/18/18
REQUIRED REVIEW DATE (or expiration date for temporary change): 12/18/21	**EFFECTIVE DATE**: 12/31/18

REVISION/CHANGE LOG

Revision/Change Letter	Description of Changes	Pages Affected	Date of Revision/Change
FR0	Bluesheet	ALL	8-9-17
FR1	Revision for Bluesheet incorporation	ALL	11-14-17
FR2	General Revision – change functional manager to document owner, update organizational titles, change source references to point to program documents, delete reference to Basis for Interim Operation, clarify controlled “copyholder” documents, reduce the information requested for assigned new document numbers and for submitting documents for posting, clarify intent of step 6.3.4, delete section 6.5, change definition of controlled document to align with definition in CP1-OP-0002.	ALL	12-18-18

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1.0 PURPOSE AND SCOPE

1.1 Purpose

This procedure establishes administrative controls for the receipt, identification, control, distribution, use, and maintenance of controlled documents and forms generated and used by Deactivation and Remediation contractor personnel and contracted labor resource personnel.

1.2 Scope

This procedure applies to personnel who identify, originate, transmit, receive, control, distribute, use, and maintain controlled documents in the Paducah Deactivation and Remediation Project Document Control Program.

EXCLUSIONS:

- Security Operations, Protective Force procedures and orders are controlled and distributed by the Safeguards and Security Department.
- Distribution of hard copy regulatory documents is controlled by the Records and Document Administration, Document Production Group.

2.0 REFERENCES

2.1 Use References

- CP3-OP-0207, *Use of Procedures*
- CP3-QA-1003, *Management and Self-Assessment*

2.2 Source References

- CP1-OP-0002, *Document Control Policy and Requirements*
- CP2-EN-0201, *Configuration Management Program Description*
- CP2-ES-0101, *FRNP Environmental Management System*
- CP2-QA-1000, *Quality Assurance Program Description*
- CP2-SM-0018, *Nuclear Maintenance Management Program*
- FRNP-TRANS-0013, *Records Management Plan*
- DOE G 241.1-1A, Guide to Management of Scientific and Technical Information
- DOE M 471.1-1, Identification and Protection of Unclassified Controlled Nuclear Information Manual

3.0 COMMITMENTS

None

4.0 RESPONSIBILITIES

4.1 Document Owner (or Designee):

4.1.1 Ensures documents requiring control are identified. These include, but are **NOT** limited to:

- Procedures addressing activities affecting Structures, Systems & Components (SSCs) and design features credited with preventing or mitigating accidents as identified in the Documented Safety Analysis (DSA), Nuclear Criticality Safety Evaluations (NCSE), Nuclear Criticality Safety Approval (NCSA) or other regulatory hazard analysis required by the DSA or Quality Assurance Program (QAP)
- Design documents (drawings, analyses, and calculations)
- Engineering specification data sheets which list the technical requirements including the commercial grade dedication requirements
- DSA, Technical Safety Requirements (TSR), NCSEs and other hazard analyses
- Quality-related Transportation Safety documents such as applicable procedures, instructions, drawings procurement documents, and design documents
- Procedures, programs, and plans addressing emergency operating and response actions and plans
- Documents that support maintenance and verification of the design baseline as required by procedures that generate records such as:
  - Design modification packages
  - Acceptance records for receipt of material, shop and field inspection work processes supporting maintenance, repair, and testing records
  - Maintenance, repair, and modification construction and installation of work packages
  - Documentation used to record verification, tests, and traceability data
- Documents that support activity level work such as Job Hazard Analysis (JHA)
- Forms

4.1.2 Ensures documents requiring control under their ownership are submitted to Document Control.

4.1.3 Concurs with distribution lists for the initial distribution of controlled copyholder documents.

4.1.4 Ensures documents under their cognizance are changed, revised, superseded, or canceled when needed, in accordance with applicable requirements.

4.2 Document Control

4.2.1 Receives documents from originator.

4.2.2 Reviews documents for legibility, reproducibility, assignment of unique number, revision number, pagination, and classification review before distribution.

4.2.3 Updates and maintains control of the Controlled Document List (CDL).

4.2.4 Maintains custody and control of Master Controlled Document file located in C-300.

4.2.5 Concurs with and maintains the initial Document Distribution List (DDL) and any additions, deletions, or changes for controlled copyholder documents.

4.2.6 Distributes new or updated controlled copies of documents to copyholders using Transmittal/Receipt Acknowledgments (TRAs) in a timely manner.

4.2.7 Issues and tracks all TRAs and TRA delinquency notices.

4.2.8 Makes copies of controlled documents, as requested, and ensures those copies are appropriately marked.

4.2.9 Assigns and maintains control copy numbers for controlled copyholders.

4.2.10 Ensures Controlled Document folder is kept current with all approved controlled documents.

4.3 Controlled Copyholder

4.3.1 Acknowledges receipt of controlled documents using TRAs.

4.3.2 Maintains accountability of all controlled documents received, including updating or destroying as instructed.

4.3.3 Cooperates fully during audits and/or surveillances.

4.3.4 Notifies Document Control of any copyholder status change information, using the Document Distribution Request form.

4.3.5 Ensures updates to controlled documents manuals are completed, as identified in TRA instructions.

4.4 Individual Using Working Copy

4.4.1 Obtains a “Working Copy” in accordance with Section **6.4** of this procedure.

4.4.2 Ensures the “Working Copy” is the latest approved revision in accordance with CP3-OP-0207, *Use of Procedures*.

4.5 Document Originator

4.5.1 Develops controlled documents and forwards to Document Control.

4.5.2 For newly developed performance documents and forms, requests controlled document number from Document Control.

4.5.3 Assigns or obtains a unique document number and revision number, if applicable, before transmitting the document to Document Control.

4.5.4 Ensures documents are developed and reviewed for technical content adequacy, formatting, pagination, reproducibility, completeness, correctness, and their effect on other documents before submittal.

4.5.5 Notifies document owners of changes affecting the document owner's applicable documents.

4.5.6 Obtains document owner concurrence on initial controlled copyholder distribution list and any additions.

4.5.7 Identifies the document classification requirements according to applicable classification guidelines and obtains review, as required.

4.5.8 Ensures an electronic version of the submitted document meets the requirements for an electronic controlled document.

4.5.9 Requests Expedited Distribution, if applicable.

5.0 GENERAL INFORMATION

5.1 Controlled documents are maintained and distributed to ensure the latest approved revision is available for the performance of work.

5.2 Personnel within the Document Control group control and distribute all controlled documents with the exception of those documents that are controlled and distributed by the originating organization (for example, engineering documents, drawings, work control task instructions, standard instructions, and exceptions). Personnel given access to control their own documents are considered Document Control personnel (within their organization) for the purposes of this procedure and adhere to the same guidelines as the Document Control group to ensure a quality document is maintained.

5.3 Document Control personnel establish, maintain, and control a CDL of all controlled documents. This list is located in the S:\Controlled Documents folder. The CDL is available to all Deactivation and Remediation Contractor personnel and includes, at a minimum, the following information:

- Document type
- Unique Number Identification
- Title
- Current revision (including change number) of the document
- Effective Date

6.0 INSTRUCTIONS

6.1 Document Creation and Control

Document Owner (or Designee)

6.1.1 Identify documents within respective organization for development and control. (Refer to Controlled Document definition in this procedure.)

6.1.2 Assign document originators for the preparation, review, and approval of controlled documents for which responsible.

Document Originator

6.1.3 Prepare documents in accordance with applicable development procedure and/or guide.

NOTE:
Performance Documents are numbered in accordance with guidance found in Appendix B, *Document Number System*.

6.1.4 **If** processing a new performance document or form (CPX), **then** obtain a unique document number from Document Control by e-mail, including the following information in the e-mail:

- Document title
- Level of document or form (CPX)
- Acronym for the subject matter area (for example HR, FA, WM, etc.)
- Old document number, if applicable

Document Control

6.1.5 **When** requested, provide a unique identifying number for new (CPX) Performance Documents and forms.

6.1.6 Perform search in the electronic Controlled Document List (CDL) to ensure unique document number has NOT been previously assigned.

Document Originator

6.1.7 Review documents for the following:

- Technical Accuracy
- Unique identifier and revision number
- Completeness
- Correctness
- Legibility, marked "Best Copy," if applicable
- Pagination
- Reproducibility
- Classification
- Impact(s) on other Documents
- Authentication

6.1.8 Ensure documents are formatted in accordance with applicable development procedure and/or guide.

NOTE:

Documents prepared and formatted in accordance with regulatory agency requirements are exempt from requirements in Step **6.1.9**, **6.1.10** and **6.1.11**.

6.1.9 Ensure documents being submitted as controlled documents have, at a minimum:

- Title
- Document Number
- Revision and/or Change number
- Pagination
- Required Approval(s)

6.1.10 Ensure the document and revision numbers appear on all pages of the document.

6.1.11 **If** a multi-page document, **then** include a total page count on the document.

6.1.12 **If** document is maintained by the originating organization (engineering or work control documents), **then** prepare document for distribution, forward the document to Document Control, **and** go to Step **6.1.18**.

6.1.13 Complete form CP3-OP-0025-F01, *Submittal for Document Control*.

6.1.14 **If** establishing controlled copyholder initial distribution listing or initiating distribution changes, **then** perform the following:

A. Document normal distribution on form CP3-OP-0025-F02, *Document Distribution Request*, and complete Sections 2, 3, and/or 4, as applicable.

B. Sign CP3-OP-0025-F02 as Requestor.

C. Obtain document owner signature on CP3-OP-0025-F02.

6.1.15 **If** submitting a vendor manual, **then** ensure manual includes authentication/release signature(s) according to applicable procedure(s).

6.1.16 Prepare submittal package.

NOTE:

Documents are requested to be submitted three business days prior to the effective date to ensure Document Control has sufficient time to perform the required verification and controlled copyholder distribution of a document.

Word files that are applicable include CP1 through CP5 documents and forms.

6.1.17 E-mail the following as a completed package to Document Control ensuring file names are formatted with the document number, revision or change number, and document title, in that order (for example, CP3-OP-0025 FR0 Document Control Process).

A. Completed CP3-OP-0025-F01.

B. Completed CP3-OP-0025-F02, if applicable.

C. Approved .pdf document, minimum of 300 dpi, ensuring document is readable, complete, and that 2-sided pages have been properly scanned and there are no blank pages.

D. As applicable, clean Word copy of document with all tracked changes accepted, for the native document controlled file.

E. Any delegations in approval authority.

Document Control

6.1.18 Confirm the information received in the package matches the identified document being transmitted.

6.1.19 Review documents for legibility, pagination, classification markings, reproducibility, authentication, and completeness.

6.1.20 **If** there is a discrepancy, **then** contact the originator for resolution.

6.1.21 Enter document information into the electronic CDL **and** file the electronic documentation in the appropriate folders.

NOTE:
Word files that are applicable include CP1 through CP5 documents and forms.

6.1.22 File the native Word file in the Documentum folder, as applicable.

6.1.23 **If** initial controlled copyholder distribution is required, **then** perform the following**:**

A. Update Document Distribution List (DDL) using information submitted on form CP3-OP-0025-F02.

B. Ensure the DDL contains the following, at a minimum:

- Document number and revision.
- Controlled copyholders (by name and control copy number).

C. **If** distribution list is excessive or information contains errors, **then** resolve distribution concerns with originator.

6.1.24 Create **and** maintain the following for each controlled document until the document is superseded, deleted, voided, cancelled, or is otherwise inactivated:

- A master copy of the current revision (paper, electronic, or otherwise)
- DDL, in cases where document has controlled copyholder assignments
- Electronic storage media location information, if applicable
- Any other pertinent status information

6.2 Controlled Copyholder Document Distribution

<u>Document Control</u>

6.2.1 Duplicate controlled copy of document from master copy.

6.2.2 **If** document is classified, **then** verify copyholder has the proper access authorization and need-to-know prior to distribution.

6.2.3 Stamp **or** mark controlled hard copies “Controlled Copy” in dark ink on the title page of the document. Apply the relevant Control Copyholder number.

6.2.4 Create transmittal by completing form CP3-OP-0025-F03, *Transmittal/Receipt Acknowledgement*, for each copyholder on the DDL.

6.2.5 Distribute form CP3-OP-0025-F03 with attached Controlled Copies to Controlled Copyholder.

6.2.6 Transmit form CP3-OP-0025-F03, with attached Controlled Copies, to off-site Copyholders using certified/registered mail, if applicable.

6.2.7 Track the issuance and receipt of all Transmittal/Receipt Acknowledgement forms.

Controlled Copyholder

6.2.8 **When** form CP3-OP-0025-F03 and attached Controlled Document copy is received, **then** perform the following:

A. Confirm the information on the attached controlled copy agrees with the information on form CP3-OP-0025-F03.

B. **If** there is a discrepancy, **then** contact Document Control for resolution.

C. **If** there are no discrepancies, **then** perform the following:

1. Follow instructions on form CP3-OP-0025-F03.

2. Return completed form CP3-OP-0025-F03 to Document Control within seven (7) working days.

6.2.9 **If** a superseded or voided revision of a controlled document is being retained, **then** stamp or mark the superseded or voided revision "VOID," "INFORMATION ONLY," or "SUPERSEDED."

6.2.10 Maintain accountability of all controlled documents and working expedited copies received, including updating or destroying as instructed.

6.2.11 **When** making additions, deletions or changes to controlled copyholders, **then** submit a revised CP3-OP-0025-F02 to Document Control.

Document Control

6.2.12 **If** receipt acknowledgement is **NOT** received by the due date specified on form CP3-OP-0025-F03, **then** request immediate copyholder attention by e-mailing a delinquency notice.

6.2.13 **If** the delinquent receipt acknowledgement is **NOT** received within seven (7) working days of the due date, **then** notify the controlled copyholder and their manager by e-mail. **If** copyholder continues delinquent for 15 working days**, then** at the direction of the Document Control Manager, request document owner to retrieve the controlled documents **and** remove copyholder from controlled distribution.

6.3 Off-Shift Expedited Distribution

NOTE:

A document may be distributed in the following expedited manner during the off-shift to avoid facility or plant shutdown, to perform critical work, due to a compliance or regulatory issue, or to allow for timely facility or plant restart.

For document control processing of performance documents **only**, the writer assigned to the creation, maintenance, and archival actions of the performance document, is responsible for performing Section **6.3**.

Document Originator

6.3.1 Complete required paperwork **and** obtain approval signatures according to the applicable development procedure and/or guide.

6.3.2 Determine minimum distribution necessary for the document. Distribution should include, at a minimum, the Plant Shift Superintendent (PSS) office and the affected facility manager.

6.3.3 **When** minimum distribution is determined, **then** perform the following:

A. Mark "Expedited" on CP3-OP-0025-F02.

B. Complete Section 1, adding document information.

C. Complete Section 2, adding persons to distribution.

6.3.4 Reproduce the required number of copies for distribution **and** mark (stamp or write in dark ink) "WORKING EXPEDITED COPY" on the cover page of each copy to be distributed. Initial and date by the working copy notation.

6.3.5 Hand-deliver **or** arrange pick up of each copy identified for Expedited Distribution.

6.3.6 When document is delivered to each recipient, initial next to person's "name" on CP3-OP-0025-F02.

6.3.7 Sign **and** date as Requestor/Originator on CP3-OP-0025-F02 **and** obtain PSS signature.

6.3.8 Scan **and** submit copy of the expedited document along with the completed CP3-OP-0025-F02, to Document Control by the morning of the next working day.

Document Control

6.3.9 Process the expedited document(s) **and** make normal distribution according to Section **6.1** and/or **6.2**.

Controlled Copy-Holders

6.3.10 **When** regular distribution is made, replace expedited distribution copies with controlled copies, as needed **and** destroy Expedited Copy.

6.4 Working Copy

User

6.4.1 Perform work according to the latest approved revision of a "CONTROLLED COPY," or by a verified "WORKING COPY."

6.4.2 **If** document is a procedure, **then** ensure the effective date is current and the periodic review date is **NOT** past due.

6.4.3 **If** making a "WORKING COPY" from a "CONTROLLED COPY," **then** perform the following:

A. Make **or** obtain the copy.

B. On the copy, draw a single line through "CONTROLLED COPY."

C. Using dark ink, mark "WORKING COPY," initial **and** date.

6.4.4 **If** printing a "WORKING COPY" from the Controlled Documents folder, **then** initial **and** date next to "Working Copy."

A. **If** marking is **NOT** present, **then** stamp or mark "WORKING COPY" on the first page.

B. Using dark ink, initial and date.

User

6.4.5 **If** a "WORKING COPY" is to be used again following the day it was made, **then:**

A. Verify it is current by comparison to one of the following:

- S:\Controlled Documents folder
- Controlled Copy
- CDL or
- By requesting verification from Document Control.

B. Initial **and** date the printed copy after verification.

6.5 Control of Master Copies

Document Control

6.5.1 Maintain current hard copy of master controlled documents file located in C-300.

6.5.2 **When** new revisions of controlled documents are received, update master files to ensure only the most current revision of all controlled documents is accessible.

6.6 Assessment

Document Control

Evaluate overall effectiveness of the Document Control program using the audit program as described in CP3-QA-1003, *Management and Self Assessment*.

7.0 RECORDS

7.1 Records Generated

The following records may be generated by this procedure:

- CP3-OP-0025-F01, *Submittal for Document Control*
- CP3-OP-0025-F02, *Document Distribution Request*
- CP3-OP-0025-F03, *Transmittal/Receipt Acknowledgement (TRA)*

Forms are to be completed in accordance with CP3-OP-0024, *Forms Control*.

7.2 Records Disposition

The records are to be maintained in accordance with CP3-RD-0010, *Records Management Process*.

Appendix A – Acronyms/Definitions

ACRONYMS

CDL – Controlled Document List

DDL – Document Distribution List

DSA – Documented Safety Analysis

JHA – Job Hazard Analysis

NCSA – Nuclear Criticality Safety Approval

NCSE – Nuclear Criticality Safety Evaluation

PSS – Plant Shift Superintendent

QAP – Quality Assurance Program

SSC – Structures, Systems & Components

TRA – Transmittal/Receipt Acknowledgement

TSR – Technical Safety Requirements

DEFINITIONS

Authentication – The process whereby a record is confirmed to be in complete and exact accordance with fact or reality. This process is accomplished by an individual who is competent to make that determination and can certify or attest to the validity, truthfulness, and accuracy of the statements, facts, or pictorial representations presented. An authenticated record is considered fully trustworthy in each significant aspect.

Controlled Copy – Copy of a controlled document made by Document Control from a master copy and issued to Controlled Copyholders. A Controlled Copy may be used to make an Information Only or Working Copy.

Controlled Copyholder – A designated person who receives and maintains controlled copies of documents.

Controlled Copy Number – The unique number assigned to an individual's copy of a controlled document.

Controlled Document – An active, current, approved document which, through the course of its lifecycle may be created, reviewed, modified, approved and distributed several times through a controlled process. Examples of a controlled document include: technical drawings, specifications, procedures, data-sheets, contracts, application forms and plans..

Appendix A – Acronyms/Definitions (continued)

Controlled Document List – A list of all current controlled documents.

Document – Any written or pictorial information describing, defining, specifying, reporting, or certifying activities, requirements, processes, or results. Examples of documents are drawings, reports, and procedures.

Document Control – 1) The process of ensuring documents are reviewed for adequacy, approved for release by authorized personnel, and distributed for use at the location where the prescribed activity is performed; 2) The name of the Document Control organization.

Document Distribution List – A listing of Controlled Copyholders who have been designated to receive a particular controlled document or document type.

Document Originator– One who is responsible for the creation or alteration of documents and the submittal of documents to Document Control.

Document Owner – One who determines the need for a document and is responsible for the content within the document. A document owner may also be the document originator.

Document Status – The status of a document may be any approved status indicated in the document creation procedure(s). The following are some of the more common status indicators used:

- Approved for Release (APP) – The document may be used for planning work, accomplishing work, contract development, or bid evaluation and submittal; an active, approved document.
- As-Built (AB) – The document represents current plant configuration; may be used for plant maintenance, modifications, or operations; an active, approved document.
- Certified for Construction (CFC) – The document may be used for work planning, accomplishing work, procurement, contract development, bid evaluation and submittal, and inspecting; an active, approved document.
- Cancelled, Deleted, or Void (DEL) – The document is no longer valid and has not been replaced by another document; an inactive document.
- Partial As-Built (PAB) – A portion of the document represents current plant configuration; only the As-Built portion may be used for plant maintenance, modifications, or operations; an active, approved document.
- Superseded (SUP) – The document has been replaced by another document. The superseded document is an inactive document.
- Hold **(**HOLD**)** – A temporary administrative action taken by the responsible manager to suspend use of a performance document.

Appendix A – Acronyms/Definitions (continued)

Electronic Controlled Document – Document may be considered as "controlled" in its electronic version provided the following criteria are met:

- The process to add/replace documents into the "controlled" source must ensure the integrity of the electronic version before making it available to the public.
- All data/information required by the applicable use/creation procedure must be contained on the electronic reproduction.
- The unique document number and name/title printed on the electronic version must be the same as printed on the master copy and the format must meet the requirements of the creation procedure.
- All pages of the electronic version must be page numbered to indicate a complete set (that is, 1 of 1, 1 of 2, etc.), or total number of pages.
- The printed copies of the electronic version are subject to the same marking requirements as non-electronic versions. Documents printed from Document Control controlled sources may or may not be "Working Copy" pre-stamped. If stamp is absent, user must stamp or annotate "Working Copy" on the document prior to first use. It is acceptable to use "Electronic Working Copy" for the stamp annotation.
- If the electronic copy is to be used as a record, all signatures must be included on the electronic copy.

Information Only Copy – A copy of a document generated only for reference or network purposes. Distribution of "Information Only Copies" does not assure revision control.

Master Copy – Either the original document or a legible, reproducible copy used by Document Control to generate copies. The Master Copy can take the form of paper, magnetic, digital or other media.

Record Copy – Either the original document or a legible, reproducible copy. When applicable, the record copy is transmitted from Document Control to RM. The Record Copy can take the form of paper, magnetic, digital or other media.

Reproducible – Able to be reproduced using standard reproduction equipment such that copies, and copies made from those copies, are legible.

Specific Functional Organization – Work group reporting to a specific functional manager working on similar work assignments. (For example: Utilities, Laboratory, Human Resources)

Working Copy – A copy of a controlled document marked "Working Copy" that has been verified per procedure as approved for use. Documents marked "Electronic Working Copy" or "Working Expedited Copy" is also considered Working Copies upon verification.

Working Expedited Copy – A copy of a controlled document generated during Expedited distribution marked "Working Expedited Copy" and verified as current, initialed, and dated before each use.

Appendix B – Document Number System

Documents are numbered in the following format:

CPX-YY-xxxx

Where X denotes the level of document as described below:

- CP1 – Driver Level Document (Policies, Regulatory, or Safety Basis)
- CP2 – Program Level Document (Narratively written programs and plans)
- CP3 – Procedures for use site wide
- CP4 – Procedures for use only within a specific organization
- CP5 – Reference materials

YY denotes the organization responsible for the document.

Organization Acronym List*

Organization	Acronym
Characterization Operations	CH
Contract & Procurement	CP
Document Control	DC
Engineering	EN
Environmental Compliance	EC
Environmental Services	ES
Emergency Management	EP
Finance & Accounting	FA
Fire Protection	FP
Human Resources	HR
Information Technology	IT
Non-Destructive Assay	ND
Nuclear Materials Control & Accountability	NM
Nuclear Safety	NS
Power & Utilities	UT
Program Management	PM
Project Controls	PC
Quality	QA
Radiological Protection	RP
Records Management	RD
Safeguards & Security	SS
Safety & Health	HS
Site Integration	SI
Site Procedures	SP
Stabilization and Deactivation	SD
Surveillance & Maintenance	SM
Training	TR
Waste & Materials	WM

*This list is not considered all inclusive.

xxxx – is a four digit number unique to the document.

NOTE:

Forms generated with a procedure typically carry the same number as the procedure with the suffix of F01, F02, F03, etc. Once a form is deleted, the number cannot be reused.