**ABC** Restau**rant**

**123 Main Street**

**Minneapolis, MN 55401**

# HACCP planfor sous vide

# General SOPs

Cleaning and sanitizing

Employee practices

ROP procedures

Training program

HACCP based SOPs

**[Month Day, Year]**

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Para ayuda, llame al 311. Rau kev pab 311. Hadii aad Caawimaad u baahantahay wac 311.

#  **Sous vide HACCP plan**

**Products**  Cooked meats (beef, pork) and poultry (chicken)

**Ingredients** Raw meats and poultry with spices

**Intended Use**  Served in the restaurant to diners

**Time/Shelf-Life** 7 Days under cold storage ($\leq $41°F)

## Process description

ABC Restaurant’s sous vide processes are limited to cooking meats and poultry which are vacuum packaged and intended for in-house restaurant use only for the purposes of:

* cooking products to a precise temperature for greater consistency
* to enhance food flavors and textures
* to reduce time from order to service.

We buy our meats, poultry, and spices from approved and licensed suppliers. We inspect them during receiving for temperature (41ºF or below) and quality. The preparation, vacuum packaging, cooking, cooling, storing, and monitoring of sous vided products are conducted by employees who:

* Have thorough understanding of this HACCP plan
* Are trained in the reduced oxygen packaging and sous vide processes.

The sous vide and ROP operations are conducted only in the designated areas of the kitchen.

Equipment list **(Include make, model and specification sheet)**

* Circulator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Data Logger: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Refrigerators: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Thermometers: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Vacuum Packager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| HACCP team members name | Title or role |
| John Doe | Executive chef |
| Jane Doe | Sous chef |
| Bob Doe | Sous chef |
| Jen Doe | Sous chef |

# Recipe page

**< Insert Recipe Here >**

**< Include all ingredient names and weights >**

**< Include all processing steps >**

# Flow diagram

Reheating for hot holding(10)

**CCP #4**

Labeling (8)

Cold storage (9)

**CCP #3**

Serving (11)

Cooling (7)

**CCP #2**

Receiving of dry ingredients & packaging materials (2)

Preparation #1, vacuum packing

Cooking (6)

 **CCP #1**

Dry storage (4)

Cold storage (3)

Receiving raw meats & poultry

(1)

## Hazard analysis

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| **Process steps**  |
| **Process step** | **Potential hazards**(B) Biological, (C) Chemical, (P) Physical | **Hazard significant?** | **Justification of decision** | **Preventative measures** | **Is this step a CCP?** |
| Receiving raw meats & poultry(1) | (B) Salmonella, E. coli, Campylobacter jejune, Clostridium Botulinum, etc. | Yes | Fresh meat and poultry are known to contain pathogens | Meat and poultry will be purchased from approved suppliers and received at proper temps.  | No |
| Receiving dry ingredients & bags (2) | (C) Deleterious chemicals(P) Foreign material. | No | Approved supplier, purchase specifications, inspection upon receipt provide control  | Letters of guarantee to make sure bags are from approved sources and appropriate for product use  | No |
| Cold storage of raw meats & poultry (3) | (B) Salmonella, E. coli, Campylobacter jejune, Clostridium Botulinum, etc. | Yes | Potential growth of pathogens | All meat and poultry will be immediately stored in coolers and freezers.  | No |
| Storage of dry goods & bags (4) | (P) Foreign material. | No | Proper storage, SSOP are followed and provide proper control  | Visual inspection of packaging materials to ensure no foreign material is present. | No |
| Preparation #1 and Vacuum Packing(5) | (B) Salmonella, and E. coli, Campylobacter jejune, Clostridium Botulinum, etc. | No | Potential growth of pathogens due to cross-contaminations is likely | Time product will be in the temperature danger zone during preparation will be minimized and monitored.  | No |
| Cooking (6)**CCP #1** | B) Salmonella, E. coli, Campylobacter jejune, Clostridium Botulinum, Listeria, etc. | Yes | Survival of bacterial spores if products are not properly cooked to correct internal temperatures. | Products will be cooked to temperatures as required in MN Food Code. | **Yes****CCP #1** |
| **Process step** | **Potential hazards**(B) Biological, (C) Chemical, (P) Physical | **Hazard significant?** | **Justification of decision** | **Preventative measures** | **Is this step a CCP?** |
| Cooling (7)**CCP #2** | B) Clostridium Perfringes, Clostridium Botulinum  | Yes | Improperly cooling can lead to growth of spore-forming pathogens  | Products will be cooled to 41ºF as described in MN Food Code. | **Yes****CCP #2** |
| Labeling (8) | B) Clostridium Perfringes, Clostridium Botulinum and Listeria | Yes | Improperly labeled products will result in outdated or unsafe products | Each bag will be properly labeled with product name, date packaged, and ‘Use-By’ date | No |
| Cold storage (9)**CCP #3** | B) Clostridium Perfringes, Clostridium Botulinum and Listeria | Yes | Potential growth of pathogens if proper temperatures and time are not maintained. | ROP packaged and labeled products will be monitored for time and temperature control. | **Yes****CCP #3** |
| Reheating to hot hold (10)**CCP #4** | B) Clostridium Perfringes, Clostridium Botulinum and Listeria | Yes | Survival of bacterial spores if products are not properly cooked or reheated to correct internal temperatures. | ROP packaging will be opened prior to reheating and product properly heated for hot holding or service. | **Yes** **CCP #4** |
| Serving (11) | B) Clostridium Perfringens, Clostridium Botulinum and Listeria | Yes | Survival of bacterial spores if products are not properly cooked or reheated to correct internal temperatures. | Products will be served immediately after reheating | No |

## HACCP form

| **Critical Control Points (CCPs)** |
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| **(1)****Critical Control Point** | **(2)****Hazard description** |  **(3)** **Critical limits** | **Monitoring** | **(8)****Corrective action** | **(9)****Verification activities** | **(10)****Record-keeping procedures** |
| **(4)****What** | **(5)****How** | **(6)****Frequency** | **(7)****Who** |
| Cooking **(CCP 1)** | Pathogens | **Temperatures:**Beef: 145°F for 15 secondsPork: 155°F for 15 secondsPoultry: 165°F for 15 seconds | Internalproduct temperature | Use of thermometer | One food product per batch | Designated food worker | Continue cooking and adjust circulator temps if below designated temp for product | Cooking log reviewed weekly by chef.  | Cooking log |
| Cooling **(CCP 2)** | Pathogens | **Temperatures:**Within 2 hours from 135°F to 70° and within a total of 6 hours from 135°F to 41°F. | Internalproduct temperature  | Use of thermometer | Every hour | Designated food worker | Reheat to cooking temp and restart cooling process if not cooled to 70°F in first 2hrs.Discard product if product not cooled to 41°F within 4hrs of reaching 70°F. | Cooling Log reviewed weekly by chef.  | Cooling log |
| Cold Storage **(CCP 3)** | Pathogens | **Temperatures:**41°F or less **Time Limit:**7 days or less  | Cooler and product temperature Date on ROP bag label | Use of thermometer Data loggersVisual check of the labels on the bag | 2x daily plusContinuousDaily | Designated food workerDesignated food worker | Immediately discard product if temp exceeds 41°F. Identify and eliminate cause of deviation. Identify out of date products and discard them.  | Refrigeration and date log reviewed weekly by chef.  | Refrigeration and date log |
| Reheat (to hot hold) **(CCP 4)**  | Pathogens | **Temperature:****> 165°F for 15 seconds after removed from cold holding** | Internal product temperature | Use of thermometer | Each batch  | Designated food worker | Continue cooking and adjust unit temp if below designated temp for product | Reheating log reviewed weekly by chef | Reheating log |

# Sous vide procedures

ROP and sous vide operations shall be conducted only by employees who:

* Are trained in the use of the reduced oxygen packaging equipment
* Have a thorough understanding of the HACCP plan
1. **Receiving raw meat and poultry**

Inspect meat and poultry products upon receiving:

* For temperature and quality
* Verify product temps are at or below 41ºF
1. **Receiving packaging materials**

Inspect the condition of dry goods and packaging materials upon receipt. Verify products are in good condition.

1. **Cold storage**

Immediately store all perishable products in the designated coolers. Coolers must have a temperature at or below 41°F.

1. **Dry storage**

Store non-perishable products in a clean location that is separated from any potential sources of contamination.

1. **Preparation and vacuum packaging**

Prepare products, ingredients, and packaging materials necessary to the operation according to recipe/instruction. Prepare products for vacuum packaging. Make sure products remain at room temperature no longer than 30 minutes during the preparation and packaging process.

Place product in the packaging materials. Place bags in vacuum machine making sure that adequate space is provided around each package.

Make sure the machine is working properly and settings are appropriate for the product being packaged.

Start the machine. Wait for the lid to open indicating that the process is complete. Remove packages from the machine.

Visually check the seal to make sure that it is tight and that there are no food materials in the seal. Packages with a faulty seal should be re-packaged. Trim excess packaging as required.

1. **Cooking (CCP #1):** Set the circulator bath water to proper temperatures based on the product being cooked and place the vacuum packaged product in the circulator bath.
* Critical limit

Follow recipe directions to cook:

* + whole muscle beef to 145°F for a minimum of 15 seconds
	+ pork to a minimum of 155°F for 15 seconds
	+ poultry products to a minimum of 165°F for 15 seconds.
* Monitoring

Check internal temperature of the product and record the cooking temps for each product on the cooking log.

* Corrective action
	+ If temperature is not at the required temperature, continue cooking.
	+ If the temperatures of the circulator bath falls below the appropriate temperatures, adjust circulator temp and continue monitor cooking temperatures.
* Verification

Chef must verify that designated employees are monitoring and checking cooking temperatures by

* + Visually monitoring employees during their shift
	+ Reviewing cooking logs on weekly basis.
1. **Cooling (CCP #2):** Remove the bags from the circulator and place them in an ice bath on the prep table in the ROP station.
* Critical Limit

Cool the products:

* + To 70°F within 2 hours of reaching 135°F,
	+ And to 41°F within a total of 6 hours.
* Monitoring

Check internal temperature of largest product per batch every hour and record the temp on the Cooling Log.

* Corrective Action
	+ If product is not cooled to 70°F within the first 2 hours, reheat product to required cooking temperature and restart cooling process
	+ Discard product if it is not cooled to 41°F within 6 hours.
* Verification

Chef must verify that designated employees are monitoring and checking cooking temperatures by

* + visually monitoring employees during their shift
	+ reviewing Cooking Logs on weekly basis.
1. **Labeling**

Properly label each package with name of product, date packaged and use-by date.

Make sure to use the premade labels that have the statement “Keep refrigerated or frozen” and make sure the use-by date is within 7 days of packaging.

1. **Cold storage (CCP #3)**

Place ROP packages in coolers immediately after vacuum packaging and labeling.

* Critical Limit

Products must be:

* + At or below 41°F, and
	+ Held in ROP packages for no longer than 7 days
* Monitoring

The designated employees must:

* + At least twice a day during business operating times, visually check and record temperatures of coolers containing ROP products , and
	+ Record temperatures on the Refrigeration and date log
	+ Daily, visually check labels of ROP products for use-by-dates, and
	+ Record monitoring results on the Refrigeration and date log
* Corrective action
* If ambient cooler temperatures exceed 41°F, check actual product temperatures.
* If the product is above 41°F:
	+ Discard the product, and
	+ Notify the Manager on Duty the cooler is not properly working.
* Record corrective actions on the Refrigeration and date log. If the use-by date is past the designated date
	+ Discard the product, and
	+ Record corrective actions on the Refrigeration and date log
* Verification

Manager on Duty must:

* + Visually monitor employees during their shift to verify designated employees are monitoring and checking:
		- ROP product temperatures
		- Use-by dates.

Review and sign refrigeration and date log daily.

1. **Reheating for hot holding (CCP #4)**

Remove vacuum packaged products from coolers and reheat product to proper temperature:

* + Initial reheat to 165°F for 15 seconds if hot holding; maintained ≥135°F.
	+ Desired temperature for immediate service
1. **Serving**

Portion reheated product and serve as ordered by patrons.

# Sanitation standard operating procedures (SSOPs)

## Employee hygiene and practices

1. Hands are to be thoroughly washed in a designated hand sink with soap and water., paying particular attention to the areas:
* Underneath the fingernails and between the fingers
* Dry with single use towels.
1. Handwashing is to be done at the following times:
* After using the toilet, in the toilet room
* After coughing, sneezing, using a tissue, using tobacco, eating, or drinking
* After handling soiled equipment or utensils
* Immediately before engaging in food preparation activities
* During food preparation as necessary to remove soil and prevent cross contamination
* When switching between raw and ready-to-eat foods
* Other times as needed to maintain good sanitation
1. Fingernails must be kept:
* Trimmed
* Filed
* Free of nail polish
* Maintained so the edges are cleanable and not rough
1. Make sure employees are preventing cross contamination of ready to eat foods with bare hands by using deli tissue, spatulas, tongs, single-use gloves, or proper dispensing equipment
2. Eating and drinking is prohibited in areas where contamination could occur of:
* Exposed food
* Clean equipment
* Utensils
* Unwrapped single service
* Single use articles

A food employee may drink from a closed beverage container in a food prep area as long as it is handled to prevent contamination.

1. Effective hair restraints must be worn in processing areas.
2. Smoking and other uses of tobacco are prohibited.
3. Clean outer clothing must be worn each day and changed as often as necessary throughout the day.
	1. For example, when moving from a raw food operation to a ready-to-eat food operation.
4. Aprons used by employees are to be hung in a designated area when not in use. They are not to be worn in the:
	* Toilet area,
	* Eating areas
	* Locker rooms
5. Foot wear is to be kept clean.
6. No jewelry may be worn during handling of food Except for a wedding band or other plain ring.
7. Food Employees with a symptom caused by illness, infection or other source must report it to the Person in Charge. Report symptoms that are:
* Associated with diarrhea, vomiting or other acute gastrointestinal illness
* Jaundice
* A boil, infected wound or other lesion on the hands or wrists containing pus that is open or draining unless:
	+ A finger cot or other impermeable cover protects the lesion, and
	+ A single use glove is worn
	+ If the wound or lesion is on an exposed portions of the arms, the lesion must be protected by an impermeable cover.

**The Person in Charge shall impose the proper restrictions and exclusions according to rule.**

# Cleaning and sanitizing

## Equipment Food Contact Surfaces

Properly cleaned and sanitized food contact surfaces are critical to making sure you have a safe, sanitary operation. Use approved cleaners and sanitizers on food contact surfaces. This will reduce levels of pathogenic organisms to prevent cross contamination of the product.

* Detergent cleaners suspend and help remove various food soils
* Chemical sanitizers (chlorine, quaternary ammonia, etc.) reduce the numbers of pathogens and other microorganism to insignificant levels

### The cleanup process must be completed done in these steps: :

* **Pre-cleaning**

Eliminate excessive food debris from equipment and utensils by:

* Pre-flushing
* Presoaking
* Scraping as necessary
* **Washing**

Effectively wash equipment and utensils to remove or completely loosen soils using manual or mechanical means. Only use approved chemicals in this process.

* **Rinsing**

Rinse utensils and equipment to remove abrasives and to remove or dilute cleaning chemicals with water.

* **Sanitizing**

After being washed and rinsed, sanitize equipment and utensils with an approved chemical by either:

* Immersion
* Manual swabbing
* Brushing
* Pressure spraying methods

Exposure time is important to make sure chemicals are effective.

Make sure an appropriate chemical test kit is available. Routinely use the test kit to make sure sanitizing solutions are mixed to the correct concentration.

### When to clean food contact surfaces and utensils:

* Before each use with a different type of raw animal food, including beef, fish, lamb, pork, or poultry
* Each time there is a change from working with raw foods to working with ready to eat foods
* Between uses with raw fruits or vegetables and with potentially hazardous foods at any time during the operation when contamination may have occurred
* If used with potentially hazardous foods, throughout the day at least once every four hours
* Utensils and equipment that are used to prepare food:
	1. In a refrigerated room that keeps the utensils, equipment, and food under preparation at 41°F or less,
	2. Are cleaned at least once every 24 hours

### Cleaning frequency of other thermometers and other equipment:

* Before using or storing a food thermometer
	1. Equipment used for storage of packaged or un-packaged food, including coolers, is cleaned at a frequency necessary to eliminate soil residue. The equipment must be cleaned often enough to eliminate soil residue
* Ice bins must be cleaned often enough to prevent accumulation of soil or mold
* Food contact surfaces of cooking equipment must be cleaned at least once every 24 hours.

Non-food contact surfaces of equipment must be cleaned often enough to prevent accumulation of soil residues.

# HACCP training for employees

### Understanding the potential hazards associated with reduced oxygen packaging.

While the process of packaging foods using a reduced oxygen method extends the shelf life, it also can pose a serious public health threat.

Generally, bacteria survive under conditions where:

* Oxygen is present (aerobic conditions), or
* Oxygen is not present (anaerobic conditions).

Some bacteria have the ability to adapt to either condition.

Under traditional packaging conditions (aerobic conditions), spoilage bacteria would normally thrive. This may cause the product to spoil before the more hazardous types of bacteria might become a problem.

During the process of vacuum packaging or reduced oxygen packaging, the air inside the package is eliminated. (The air inside the package is approximately 21% oxygen.)

Eliminating the air creates anaerobic conditions and thereby changes the types of bacteria that can survive in the package. Spoilage organisms are eliminated.

However, several types of pathogenic bacteria survive and actually thrive under these conditions.

## Pathogens of concern

* **Clostridium botulinum**

This is the pathogen of greatest concern. While a cooking step normally kills botulism bacteria, spores of the bacteria may survive and could grow and produce toxin if the conditions are right. These conditions are similar to those that occur in a vacuum/reduced oxygen package.

* **Listeria monocytogenes**

### Concepts required for a safe operation

To safely use a restaurant’s vacuum packaged products, there needs to be:

* A thorough understanding of this HACCP plan
* The use of the reduced oxygen packaging equipment
* The HACCP based standard operating procedures

Areas to focus on include:

* Products that can be packaged
* Time and temperature control
* Prevention of cross contamination
* Health and personal hygiene of food handlers

### Products that can be packaged by ROP

State of Minnesota regulations limit the types of foods that can be vacuum packaged.

ABC Restaurant’s HACCP plan defines the foods that can be packaged using reduced oxygen packaging.

### Only the specific products on this list can be reduced oxygen packaged.

Any addition to the list of items this restaurant ROPs must first be approved by the manager on duty or executive chef.

Changes must be noted in the HACCP plan.

Foods to be reduced oxygen packaged at the restaurant must be limited to foods that do not support the growth of Clostridium botulinum because of one of the following requirements:

* Has a water activity of 0.91 or less
* Has a pH of 4.6 or less
* Is a food with a high level of competing organisms, including raw meat, raw poultry, or a naturally cultured standardized cheese
* Is a meat or poultry product that was cured at a USDA meat plant and received in an intact package or cured using approved substances (nitrates/nitrites).

Limiting the types of food that can be ROP to those that meet these requirements provides an additional barrier to the growth of Clostridium botulinum. This helps to ensure a safe product.

In addition, a food business must not package fish using a reduced oxygen packaging method.

An exception is fish that is frozen before, during, and after packaging.

Some foods do not meet the above requirements and therefore may NOT be reduced oxygen packaged. Examples are:

* Cooked turkey (including whole or sliced turkey breast)
* Cooked roast beef
* Sandwich spread (including ham salad, chicken salad, etc.)
* Cooked fresh sausage (not cured or smoked such as bratwurst)
* Fresh salads

### Time and temperature control

Temperature control is an important factor in keeping all potentially hazardous foods safe.

The decreased oxygen concentration allows certain pathogens to multiply in reduced oxygen conditions.

Reduce the potential for pathogen growth by storing products (packaged and unpackaged):

* At temperatures of 41o F or less
* For no more than 7 days

### Preventing cross contamination

To avoid cross contamination, raw foods should be handled separately from cooked and ready to eat foods.

Clean and sanitize utensils, equipment and work surfaces used for raw foods before using for cooked or ready-to-eat foods.

Make sure ready-to-eat foods are stored so that blood or juices from raw products cannot drip or come into contact with them.

Food handlers can be a source of cross contamination through:

* Improper handwashing
* Soiled clothing or aprons

### Employee health and hygiene

The health and personal hygiene of food handlers play a critical role in producing safe ROP food. It is vital that employees working in this business follow the Employee Hygiene and Practices guidelines in the Sanitation Standard Operating Procedures (SSOPs).

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| **Cooking temperature log****Instructions:** The designated foodservice employee must record product name, date, time, the temperatures, and any corrective action taken on this form.  The designated chef or manager must verify that food workers have taken the required cooking temperatures by visually monitoring food workers during their shift and must review, initial, and date this log weekly.  This log should be maintained for a minimum of 6 months.  |
| **Date** | **Food item** | **Time** | **Internal****temp/time** | **Internal****temp/time** | **Corrective action taken** | **Employee initials** | **Manager initials** |
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| **Cooling temperature log****Instructions:** Record temperatures as needed during the cooling cycle to make sure critical limits are met. Record corrective actions when needed. The Chef or manager of the food operation will verify that the designated food worker is cooling food properly by visually monitoring the food worker during the shift and will review, initial, and date the log weekly. This log must be maintained for a minimum of 6 months. |
| **Date** | **Food item** | **Time/temp** | **Time/temp** | **Time/temp** | **Time/temp** | **Time/temp** | **Time/temp** | **Corrective actions taken** | **Employee initials** | **Manager initials** |
|  *Example* |  *Hanger Steak* |  *60 min.* |  *120 min.* |  *180 min.* |  |  |  |  *None required*  |  *J.D.* |  *B.C.*  |
|  *75°F* |  *45°F* |  *35°F* |  |  |  |
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| **Refrigeration and date log****Instructions:** The designated foodservice employee must check the temperatures of coolers holding vacuum packaged products. They must record the product and location, date, time, product temperature, and any corrective actions. Employee must check the product label of vacuum packaged products and make sure they do not exceed the use-by date. Employees must initial this log daily. The designated chef or manager must verify that foodservice workers have taken the required temperatures and checked product labels by visually monitoring food workers during their shift, and must review, initial, and date this log daily. This log should be kept for a minimum of 6 months. |
| **Date** | **Food item and location** | **Time** | **Temp** | **Past use-by date?** | **Corrective action** | **Employee initials** | **Manager initials** |
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| **Reheating temperature log****Instructions:** The designated foodservice employee must record product name, date, time, the temperatures, and any corrective action taken on this form.  The designated chef or manager must verify that food workers have taken the required reheating temperatures by visually monitoring food workers during their shift and must review, initial, and date this log weekly.  This log should be maintained for a minimum of 6 months.  |
| **Date** | **Food item** | **Time** | **Internal****temp/time** | **Internal****temp/time** | **Corrective action taken** | **Employee initials** | **Manager initials** |
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| **Updates and edits to HACCP plan****Instructions:** All edits or changes to an approved HACCP plan must be logged. Tracking changes helps during the inspection and the facility’s annual review. Significant changes to a HACCP plan must be approved by the City of Minneapolis prior to changing. Contact a member of our HACCP team to determine if additional approvals are needed for proposed changes.  |
| **Date** | **Initials** | **Summary of changes** |
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