

Implementation of Washington State's Healthy Nutrition Guidelines Under Executive Order 13-06 2018 Evaluation- Appendices

August 2018

Prepared for the Washington State Department of Health

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Acknowledgements

The authors thank the Washington State Department of Health staff and café operators for their time and valuable input. The Center for Public Health Nutrition would like to acknowledge Eliza Hallett and Sarah Randall, public health students and Center for Public Health Nutrition Research Assistants, for their invaluable contributions to the development of this report. This publication was supported by the Washington State Department of Health through the Centers for Disease Control and Prevention State and Local Public Health Actions to Prevent Obesity, Diabetes, Heart Disease and Stroke (PPHF). Grant Award #NU58DP005531

Prior reports on the 2014, 2015, 2016, and 2017 evaluations can be found here:

<http://www.doh.wa.gov/CommunityandEnvironment/WorksiteWellness/HealthyNutritionGuidelines>



140-NonDOH October 2018

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Appendix A: Evaluation Plan

DOH Executive order 13-06 Healthy Nutrition Guidelines (HNG) 2018 Evaluation Plan

Evaluation Description and Data Collection

Evaluation Questions. Our evaluation questions include:

1. How does Executive Order (EO) 13-06 impact the food environments of affected venues, specifically worksite cafeterias, micro markets and vending machines? How have these food environments changed since HNG implementation?
2. To what extent are affected buildings observing the HNG across food service venues? How has HNG compliance changed over time?
3. What are the effects of HNG implementation on micro market sales, and what types of foods are selling in micro markets?
4. What were the successes and challenges of HNG implementation?
5. What are the primary lessons learned and suggestions and recommendations for sustaining HNG implementation?

Ultimately, we intend for our collected data to inform the question:

6. What future implementation and evaluation efforts are recommended to encourage and enhance implementation of the HNG across food service venues affected by EO 13-06?

Types of Evaluation Conducted. Our project's evaluation plan is aligned with our project logic model. (See Appendix B). We will use both process and outcome measures to evaluate this work. Process measures will relate to the resources necessary to implement changes; how the work was conducted; and the challenges, successes, and unintended consequences experienced. Outcome measures will address the extent to which expected changes are occurring in each outcome area.

Performance Measurement. Our project work plan, and Table 18 below, includes a list of proposed performance measures for each of our outcomes.

Data Sources. Data sources for all evaluation activities will include both primary and secondary data sources, such as vendor records and reports (e.g., planograms, micro market sales data), stakeholder interviews, cafeteria site assessments using a standard tool, and photographs (vending machines and micro markets).

Table 18, below, summarizes the types of evaluations we will use to answer evaluation questions; proposed performance measures; data sources; and data collection approaches/tools.

Table 18. 2018 Evaluation Plan Summary

Evaluation Question	Outcome/Process	Measure/Variable	Data Source(s)	Timeframe
How does Executive Order 13-06 impact the food environments of affected venues	Change in presence of healthy vs. limited food items from 2014	Café in-person assessments 2014-2018: - Basic compliance measures - Additional compliance measures	- Café in-person audits - Micro market in-person audits	Data collection: May-July 2018

<p>including worksite cafeterias, micro markets and vending machines?</p> <p>How have food environments changed since the HNG were implemented?</p>	<p>to 2018 in all food access points</p> <p>Pricing changes from 2014 to 2018 (where possible)</p>	<p>Micro market in-person assessments 2014-2018</p> <ul style="list-style-type: none"> - Presence of healthy vs. limited food items <p>Vending machine photos 2014-2018</p> <ul style="list-style-type: none"> - Presence of healthy vs. limited food items - Number of healthy vs. limited food items present 	<ul style="list-style-type: none"> - Vending photos 	<p><u>Data analysis:</u> August 2018</p> <p><u>Reporting:</u> September 2018</p>
<p>To what extent are affected buildings observing the HNG across food service venues?</p> <p>How has HNG compliance changed over time?</p>	<p>HNG compliance across all food access points</p>	<p>% Compliant for:</p> <ul style="list-style-type: none"> - Cafés - Micro markets - Vending machines <p>Change in % compliant for all 3 food access points</p>	<ul style="list-style-type: none"> - Café in-person audits - Micro market in-person audits - Vending machine photos 	
<p>What are the effects of HNG implementation on micro market sales?</p>	<p>Sales of healthy items in micro markets</p>	<ul style="list-style-type: none"> - % of healthy vs. limited sales - % of sales by beverage type - change in sales of healthy vs. limited over time (2014-2018) - Top 10 items sold by season - Total \$ amount generated from healthy products vs. total \$ amount unhealthy products (using old and new guidelines) - Total quantity healthy products sold vs. total qty. unhealthy products sold (using new guidelines) 	<ul style="list-style-type: none"> - Micro market sales data, years 2014-2018 	
<p>What were the successes and challenges of HNG implementation?</p>	<p>Success and challenged of implementation</p>	<ul style="list-style-type: none"> - Successes of HNG implementation - Challenges of HNG implementation 	<ul style="list-style-type: none"> - Key Stakeholder interviews with: <ul style="list-style-type: none"> o Café owners/operators o Evergreen vending 	
<p>What are the primary lessons learned and suggestions and recommendations for</p>	<p>Suggestions and recommendations for future /</p>	<ul style="list-style-type: none"> - Lessons learned from HNG implementation 	<ul style="list-style-type: none"> - Key Stakeholder interviews with: 	

sustaining HNG implementation?	ongoing implementation	<ul style="list-style-type: none"> - Recommendations and suggestions for ongoing HNG implementation - Sustainability of HNG 	<ul style="list-style-type: none"> ○ Café owners/operators ○ Evergreen vending 	
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Appendix B: Evaluation Logic Model

Original Logic Model: Implementation of DOH Healthy Nutrition Guidelines

Inputs <i>(what it takes to conduct the program)</i>	Activities <i>(what is done – key intervention elements)</i>	Outputs <i>(to whom, how much, how many, at what duration, etc.)</i>	Outcomes <i>(specific changes in individuals, programs, or systems)</i>	Intended Goals <i>(broad changes to which outcomes contribute)</i>
<p>WA State Executive Order 13-06 WA State Department of Health (DOH), Healthy Eating and Active Living unit (HEAL) Food Procurement Workgroup Affected Executive Branch Agencies and State Departments (e.g., agency leaders, employees, departments responsible for current food service contracts and infrastructure) Executive branch cafeterias (n=12), vending machines (22 reported), on-site retail Food/Beverage service venues (food service venue operators, managers, and employees) Food/Beverage providers (vending machine distributors, food distributors, cafeterias) Previous related evaluations and evidence-based Outreach and TA partners (e.g., worksite wellness coordinators, outreach collaboration, dissemination efforts)</p>	<p>Technical assistance for agency leaders, worksite wellness coordinators, food service venue operators/managers: including training, troubleshooting, development/provision of an implementation guide on setting up Food and Beverage Service Guidelines (FBSGs), modifying TA to reflect lessons learned and overcome challenges</p> <p>Outreach (publicity/promotion, educational) efforts conducted by HEAL to reach agencies, employees, food service venues</p> <p>Administration of FBSGs (including training, tracking, monitoring, enforcing)</p>	<p>Technical assistance:</p> <ul style="list-style-type: none"> • Implementation guide • Who is trained to provide TA and to what degree <p>Outreach:</p> <ul style="list-style-type: none"> • # and type of outreach activities conducted and to whom (employees, cafeteria operators etc...) <p>Educational activities:</p> <ul style="list-style-type: none"> • # and type of outreach activities conducted and to whom (employees, cafeteria operators etc...) <p>Adoption:</p> <ul style="list-style-type: none"> • Extent to which agencies adopt and incorporate EO policies <p>Implementation:</p> <ul style="list-style-type: none"> • # of staff, amount of time spent administering FBSG (including training, tracking, monitoring, enforcing) • # HEAL presentations provided • # food service vendors/venues complying with agency policies 	<p>Environment supports healthy choices</p> <ul style="list-style-type: none"> • Increased access and availability of healthy foods in executive agency venues and programs • Price of healthy foods/beverages equates with or is lower than less healthful options • Promotion and placement of healthy foods improved and emphasize healthy options <p>Organizational Capacity</p> <ul style="list-style-type: none"> • HEAL learns about food service contracts, procurement infrastructure and structure, and process changes at organizational level <p>Food Service Providers/Venues</p> <ul style="list-style-type: none"> • Consistent revenue • Better relationships with providers and agencies 	<p>More healthful food environments</p> <p>Improved understanding of best practices for supporting healthy food and beverage service guidelines</p> <p>Food service venues benefit and are valued by the populations they serve</p> <p>Food providers increase supply of healthy food options</p> <p>Increased demand for healthy options and decreased demand for less healthful options</p> <p>Healthy employees (eat more healthy foods, experience</p>

<p>Evaluation team</p>		<ul style="list-style-type: none"> • # of modifications to policies or implementation guide needed • # of interviews with stakeholders <p>Production/costs:</p> <ul style="list-style-type: none"> • Production and/or cost records <p>Sales records</p>	<p>Employees</p> <ul style="list-style-type: none"> • Increased affordability/purchases and thus consumption of healthier foods and decreased consumption of less healthful foods • Venues are seen as a worksite resource 	<p>better health outcomes)</p> <p>Prevent unintended consequences such as negatively impacting food equity</p>
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Appendix C: Café assessment tool

**HEALTHY CAFETERIA
FOOD AND BEVERAGE ENVIRONMENT SCAN**

Observer(s): _____

Worksite/Agency: _____

Building Name: _____

Cafeteria Name: _____

Scan Date:

Date: _____

Scan Time:

Start: _____ End: _____

Cafeteria Size:

Medium food service venue Large food service venue

I. BASIC CRITERIA – Required for all size venues

1. Whole Grains	# Varieties in Cafeteria Line (a)	# Varieties Grab and Go (b)	Total # Varieties (a+b)	Points sm/med: 3 if total ≥ 1 lg: 3 if total ≥ 2	Comments (more info needed, etc)
<ul style="list-style-type: none"> • Whole grain listed as first ingredient <i>and/or</i> • Product has whole grain stamp • Foods contain at least 50% whole grains <p><i>Examples: oatmeal, brown rice, corn tortillas, whole grain pastas and cereals</i></p>					
2. Vegetables	# Varieties in Cafeteria Line (a)	# Varieties Grab and Go (b)	Total # Varieties (a+b)	Points sm/med: 3 if total ≥ 1 raw lg: 3 if total ≥ 1 raw and if ≥ 1 steamed	Comments (more info needed, etc)
Raw and/or salad-type				ALL points if salad bar available	
Steamed, baked or grilled without added fat or oil					
3. Fruit	# Varieties in Cafeteria Line (a)	# Varieties Grab and Go (b)	Total # Varieties (a+b)	Points sm: 3 if ≥ 2 med/lg: 3 if ≥ 3	Comments (more info needed, etc)
Whole or sliced fruit					

4. Protein Entrees	# Varieties in Cafeteria Line (a)		Points 3 if ≥ 1	Comments (more info needed, etc)
Lean meat, poultry, fish or low fat vegetarian entrée choices				

5. Low Sodium Entrees	# Varieties in Cafeteria Line (a)	# Varieties Grab and Go (b)	Total # Varieties (a+b)	Points 3 if ≥ 1 available and if ≥ 1 promoted	Comments (more info needed, etc)
Low Sodium entrée and/or meal <i>available</i>					
Low sodium entrée and/or meal <i>promoted</i>					
6. Deep-Fried Entrees	# Varieties in Cafeteria Line (a)	# Varieties Grab and Go (b)	Total # Varieties (a+b)	Points 3 if ≤ 1 per day	Comments (more info needed, etc)
Deep-fried entrée available <i>per day</i>					
7. Trans fat and Partially Hydrogenated Oils	# Varieties in Cafeteria Line (a)	# Varieties Grab and Go (b)	Total # Varieties (a+b)	Points 3 if = 0	Comments (more info needed, etc)
Meal items containing trans-fat or partially hydrogenated oils	-----	-----	-----		Asked in Café op questions

8. Low Fat and Non Fat Milk Products	# Varieties in Cafeteria Line (a)	# Varieties Grab and Go (b)	Total # Varieties (a+b)	Points 2 if ≥ 1 low fat and if ≥ 1 non fat	Comments (more info needed, etc)
Low Fat: Fluid milk = 1%. Other products can be 2% or less <i>Individually packaged fluid milk, yogurt, pudding, cheeses (cheeses labeled low fat or reduced fat or part skim mozzarella)</i>					
Non-fat/fat-free milk products <i>Individually packaged fluid milk, yogurt, pudding</i>					

9. Free Water	# Sources in Cafeteria (includes seating area)	Points 2 if ≥ 1 available and if ≥ 1 promoted	<i>Check all that apply to water</i> <input type="checkbox"/> Served as part of fountain drink station <input type="checkbox"/> Independent water dispenser (e.g. water cooler, jug) <input type="checkbox"/> Water fountains <input type="checkbox"/> Other _____ _____ <input type="checkbox"/> Customers charged for cups/glasses for water (\$_____) <input type="checkbox"/> Sources of water are operational at the time of scan Additional comments _____ _____ _____
Free water available			
Free water promoted			

Total points section I. BASIC CRITERIA

/25

II. ADDITIONAL CRITERIA – Medium venues must earn an additional 10 points from sections II and/or III; Large venues must earn an additional 25 points from sections II and/or III.

Beverages	Yes (x)	No (x)	Not Sure or N/A	Points (circle if x in True column)	Comments (more info needed, etc)
1. Cup sizes no larger than 16 oz				3	
2. No free refills of sugar-sweetened beverages				2	
3. Only low fat (1%) and non-fat fluid milk products are offered				3	
4. Low fat (1%) or non-fat milk are default milk options: <i>With coffee drinks and when milk is provided with entree</i>				1	

Beverages	Yes (x)	No (x)	Not Sure or N/A	Points (circle if x in True column)	Comments (more info needed, etc)
5. Coffee service has milk (any % fat-2%, low-fat or non-fat) as default option rather than cream or half and half <i>No containers of cream or half and half are available- must be requested</i>				1	
6. If sugar-sweetened beverages are offered, an equal number of zero and low calorie beverages must also be offered <i>Includes fountain and grab and go drinks; bottled water and water available from the fountain count as zero calorie beverages</i> <i>Low calorie is considered ≤ 25 calories per cup or container as offered for sale</i>				1	

Beverages	Yes (x)	No (x)	Not Sure or N/A	Points (circle if x in True column)	Comments (more info needed, etc)
7. Offer only 100% fruit juice –no added sugars <i>ALL fruit drinks must be 100% in order to get this point</i> <i>100% fruit juice with sparkling water added counts</i>				1	
8. Vegetable juices offered contain 230 mg or less sodium per serving. <i>ALL vegetable juices must meet this standard in order to get this point</i>				1	

Other Foods and Food Components	Yes (x)	No (x)	Not Sure or N/A	Points (circle if x in True column)	Comments (more info needed, etc)
9. At least one Washington grown food product is available at all times. <i>Confirm this in interview if not observable</i>	----	----	-----	3	Asked in Café op questions

Other Foods and Food Components	Yes (x)	No (x)	Not Sure or N/A	Points (circle if x in True column)	Comments (more info needed, etc)
10. Half sized portions are available for at least half of all entrée items <i>and</i> this option is promoted <i>ONLY applies to cafeteria line-not grab and go</i>				3	
11. Non-fried vegetables or fruit are the default side dish with meals. <i>ONLY applies to complete meals in cafeteria line-not grab and go</i>				3	
12. Allow substitution of non-fried vegetable side dish for no extra charge AND promote this option				Circle points if allowed <i>and</i> promoted 2	
13. Offer at least one non-fried fish or seafood option <i>per week (review menu)</i> <i>Include tuna salad</i>				2	
14. Offer condiments, sauces and dressings on the side <i>Sandwiches</i> <i>Salads</i> <i>Sauces like tartar sauce; cheese sauce, etc.</i>				2	
15. When grains are offered, make whole grain options the default for half of meals. <i>For hot entrees, applies to dishes that come with rice, pasta, etc</i> <i>For grab and go, applies to sandwiches and wraps</i>				3	
16. Offer a salad bar				3	
17. Offer at least one oil and vinegar based salad dressing that is also low in sodium				1	
18. Offer healthy options with bread in place of butter <i>IF spread <u>accompanies</u> bread, there must be a healthy option to butter (hummus, olive oil, etc)</i>				2	

Other Foods and Food Components	Yes (x)	No (x)	Not Sure or N/A	Points (circle if x in True column)	Comments (more info needed, etc)
<p>19. Serve one meal <i>per day</i> that provides at least three of the following items: <i>(review menu)</i></p> <p><i>One serving fruit</i> <i>One serving vegetables</i> <i>One serving beans</i> <i>One serving whole grains</i></p>				2	
<p>20. If dessert is offered, offer smaller portions (2oz) of cookies, bars, etc.</p> <p><i>Applies only to baked goods. Only need to have one small one offered to receive points</i></p>				2	
<p>21. Fruit located in close proximity to dessert options</p>				1	
<p>22. For breakfast goods, offer small portions of muffins, quick breads and bagels (3-3.5 oz)</p> <p><i>As long as one product meets this guideline, points are awarded</i></p>				2	
<p>23. For cheese, yogurt and other milk products, offer low-fat and non-fat products as the default options.</p> <p><i>Pertains to meals; cheese on sandwiches, in dishes (double check in interview)</i></p>				2	
<p>24. Offer low-sugar cereals (6g or less of sugar per serving) with at least 3g of fiber?</p>				1	
<p>25. Only offer yogurt with no added caloric sweeteners or labeled as reduced/less</p>				1	
<p>26. Purchase lower sodium products, such as soup base, deli meats, canned tomatoes, fresh or frozen vegetables and/or bread products</p> <p><i>(1 point per product up to 5)</i></p>	<p>----</p> <p>--</p>	<p>---</p> <p>---</p>	<p>-----</p>	<p>1</p> <p>2</p> <p>3</p> <p>4</p> <p>5</p>	<p>Asked in Café op questions</p>

Total points section II. ADDITIONAL CRITERIA



III. BEHAVIORAL ECONOMICS

Other Foods and Food Components	Yes (x)	No (x)	Not Sure or N/A	Points (do not circle if x in False column for ANY items)	Comments (more info needed, etc)
<p>1. All healthier options sold at equal or lower price than equivalent available items (i.e., turkey burger vs regular burger)</p> <p><i>(NOTE: Derive this information from section 4 below : price)</i></p>	<input type="checkbox"/> chips <input type="checkbox"/> cereal <input type="checkbox"/> yogurt <input type="checkbox"/> milk <input type="checkbox"/> soda <input type="checkbox"/> juice	<input type="checkbox"/> chips <input type="checkbox"/> cereal <input type="checkbox"/> yogurt <input type="checkbox"/> milk <input type="checkbox"/> soda <input type="checkbox"/> juice	<input type="checkbox"/> chips <input type="checkbox"/> cereal <input type="checkbox"/> yogurt <input type="checkbox"/> milk <input type="checkbox"/> soda <input type="checkbox"/> juice	3	
<p>2. Healthier items placed more prominently – closer to customers and at eye level</p> <p><i>Pertains only to grab and go section(s)</i></p>				2	
<p>3. At least 75% of promotion signage in venue is for healthier items</p>				2	
Other Foods and Food Components	Yes (x)	No (x)	Not Sure or N/A	Points (circle if x in True column for ALL items)	Comments (more info needed, etc)
<p>4. No marketing of deep-fried options as the special or feature of the day</p>				2	
<p>5. Employees trained to prompt customers to choose non-fried vegetables when ordering</p>	----	----	----	1	Asked in Café op questions
<p>6. Employees are trained to prompt customers to choose zero and low-calorie beverages when ordering?</p>	----	----	----	1	Asked in Café op questions
<p>7. Healthier options are listed first for each category of the menu</p>				1	
<p>Zero and low-calorie beverages are listed before sugar-sweetened beverages on the menu</p>				1	
<p>8. Healthier menu options are promoted via advertising, coupons, price promotions, signs, kiosks, table tents, etc (1 point for each up to 3)</p>				1 2 3	

Total points section III BEHAVIORAL ECONOMICS

TOTAL POINTS OVERALL I + II + III =

Cafeteria in Compliance for Basic Criteria?

Yes

No

(To meet the Guidelines, all food service venues must earn a minimum of 25 points by meeting basic criteria that will be assessed on a point scale)

Cafeteria in Compliance for Additional Criteria?

Yes

No

(Large service venues must earn an additional 25 points and medium food service venues must earn an additional 10 points to meet the Guidelines).

Overall Cafeteria Compliance?

Yes

No

(Does the food service venue meet the Guidelines for both Basic Criteria and Additional Criteria?)

Observer Comments:

IV. HEALTHFUL vs NON HEALTHFUL

SODIUM		Promoted?	Comments (more info needed, etc)
		Y/N	
	Low sodium snacks/chips (≤ 360 mg)		
	Low sodium item (≤ 480 mg)		
Low sodium meal (≤900 mg)			

	Lower sodium options are placed near point-of-purchase	Y/N	

Other Healthful Foods	# Healthy Varieties (a)	# Unhealthy Varieties (b)	Total # Varieties c (a+b)	Approximate proportion of Healthy (a/c)	Comments (more info needed, etc)
Proportions					
Healthy Cereal Low sugar/hi fiber cereal (≤ 6 g sugar/serving and ≥ 3 g fiber)				<input type="checkbox"/> 0% <input type="checkbox"/> 1-10% <input type="checkbox"/> 11-33% <input type="checkbox"/> 34-50% <input type="checkbox"/> 51+%	
Healthy Chips ≤ 3g fat/1 oz serving				<input type="checkbox"/> 0% <input type="checkbox"/> 1-10% <input type="checkbox"/> 11-33% <input type="checkbox"/> 34-50% <input type="checkbox"/> 51+%	
Healthy Yogurt Low or reduced fat yogurt				<input type="checkbox"/> 0% <input type="checkbox"/> 1-10% <input type="checkbox"/> 11-33% <input type="checkbox"/> 34-50% <input type="checkbox"/> 51+%	
Healthy Milk <ul style="list-style-type: none"> • Skim • 1% 				<input type="checkbox"/> 0% <input type="checkbox"/> 1-10% <input type="checkbox"/> 11-33% <input type="checkbox"/> 34-50% <input type="checkbox"/> 51+%	
Healthy Soda (<i>not counting fountain drinks here</i>) <ul style="list-style-type: none"> • Diet soda 				<input type="checkbox"/> 0% <input type="checkbox"/> 1-10% <input type="checkbox"/> 11-33% <input type="checkbox"/> 34-50% <input type="checkbox"/> 51+%	
Healthy Juice (fruit/veg) <ul style="list-style-type: none"> • 100% • ≤ 230 mg sodium/serving • No added sugar 				<input type="checkbox"/> 0% <input type="checkbox"/> 1-10% <input type="checkbox"/> 11-33% <input type="checkbox"/> 34-50% <input type="checkbox"/> 51+%	

Package Size/Price/Variety – Chips and Snacks

	Available Y/N	Pkg Size (oz)	Unit price		
<p>Healthy Cereal Low sugar/hi fiber cereal; (≤ 6 g sugar/serving and ≥ 3 g fiber) -use Cheerios if available or alternate if not</p>		oz	\$ <input type="text"/> . <input type="text"/> <input type="text"/>		<i>product name</i>
<p>Regular Cereal (> 6 g sugar/serving and < 3 g fiber) -use flavored Cheerios if available or alternate high sugar cereal</p>		oz	\$ <input type="text"/> . <input type="text"/> <input type="text"/>		<i>product name</i>
<p>Healthy Chips ≤ 3g fat/1 oz serving -use baked Lays Potato Chips or alternate low fat chips</p>		oz	\$ <input type="text"/> . <input type="text"/> <input type="text"/>		<i>product name</i>
<p>Regular Chips >3gfat/1oz serving -use Lays Potato Chips Classic or alternate hi fat chips</p>		oz	\$ <input type="text"/> . <input type="text"/> <input type="text"/>		<i>product name</i>
<p>Healthy Yogurt no added caloric sweeteners or labeled as reduced/less sugar -use plain non-fat or if unavailable use non-fat or reduced fat yogurt with no added caloric sweeteners or labeled as reduced/less sugar (report lowest-fat available)</p>		oz	\$ <input type="text"/> . <input type="text"/> <input type="text"/>		<i>product name</i>
<p>Regular Yogurt -full fat yogurt or alternate high fat/sweetened yogurt</p>		oz	\$ <input type="text"/> . <input type="text"/> <input type="text"/>		<i>product name</i>

Package Size/Price/Variety - Beverages					
	Available Y/N	Pkg Size (oz)	Unit price		Pkg Size (oz)
Healthier Milk skim or 1% (report lowest fat milk available)		oz	\$ <input type="text"/> . <input type="text"/> <input type="text"/>		<i>product name</i>
Regular Milk 2% and/or whole milk (report lowest fat milk available)		oz	\$ <input type="text"/> . <input type="text"/> <input type="text"/>		<i>product name</i>
Healthier Soda most dominant diet soda brand		oz	\$ <input type="text"/> . <input type="text"/> <input type="text"/>		<i>product name</i>
Regular Soda most dominant sugared soda brand		oz	\$ <input type="text"/> . <input type="text"/> <input type="text"/>		<i>product name</i>
Healthy Juice 100% fruit/vegetable juice with ≤ 230 mg sodium/serving, no added sugars		oz	\$ <input type="text"/> . <input type="text"/> <input type="text"/>		<i>product name</i>
Regular Juice Juice Drink		oz	\$ <input type="text"/> . <input type="text"/> <input type="text"/>		<i>product name</i>
Unsweetened Tea		oz	\$ <input type="text"/> . <input type="text"/> <input type="text"/>		<i>product name</i>
Sweetened Tea		oz	\$ <input type="text"/> . <input type="text"/> <input type="text"/>		<i>product name</i>

Package Size/Price/Variety - Beverages					
	Available Y/N	Pkg Size (oz)	Unit price		Pkg Size (oz)
Flavored Water (<40 cal/svg)		oz	\$ <input type="text"/> . <input type="text"/> <input type="text"/>		<i>product name</i>
Sports Drink		oz	\$ <input type="text"/> . <input type="text"/> <input type="text"/>		<i>product name</i>

Fountain Drinks - Availability				
<i>Indicate the number of more healthy and total options for the following:</i>	Available Y/N	# More Healthy Options	Total # Options	Comments
Soda (e.g. diet soda)				
Juice (e.g. 100% fruit juice)				
Tea (e.g. unsweetened tea)				
Other				Indicate types of other

Miscellaneous			
	Yes (x)	No (x)	Comments (Descriptions, etc.)
1. Whole grain starch side w/o added sauce is available			
2. Chips are automatically included as a meal side			

3. Fries are automatically included as a meal side			
4. Salad or fresh vegetables can be substituted for fries or chips at no additional cost	-----	-----	Asked in Café op questions
5. Non-cream based soup available			
6. Low fat or fat free salad dressings are offered on salad bar			

V. PLACEMENT and PROMOTION

	Yes (x)	No (x)	Comments (Descriptions, etc.)
1. Cafeteria has signs or other displays that encourage GENERAL HEALTHY eating or healthy food choices (posters on wall, signs, table tents, etc)			
2. Cafeteria has signs or displays that encourage LESS healthy food choices			
3. Cafeteria has signs or displays that encourage OVEREATING (supersizing, all you can eat, etc)			
4. Feature of the Day or special combination meal is promoted			

	Yes (x)	No (x)	Comments (Descriptions, etc.)
5. Cafeteria has other information about promotions or pricing strategies (farmers markets, discounts on healthy items, locally grown, etc)			
6. Brochure/nutrition information is on the intra/internet	-----	-----	Asked in Café op questions
7. Healthier options are indicated on salad bar (Go, Slow, Whoa icons or other system)			
8. Cafeteria identifies menu items as "healthy or light"			

9. When terms “healthy or light” are used, standards are listed for these items			<i>Describe Standards Used</i>
10. Nutrition information is posted on menu boards, brochures or in other display areas			
11. Unhealthy items are located near cash register/point of purchase			
12. Fruit is well lit			
13. Fruit is appealing in appearance (looks fresh, not bruised, etc.)			
14. Some fruit is located near the register/point of purchase			enter total # fruit LOCATIONS throughout cafeteria <input type="text"/>
15. Vegetables are well lit			

	Yes (x)	No (x)	Comments (Descriptions, etc.)
16. Vegetables are appealing in appearance (looks fresh, not discolored, etc) <i>Salad bar counts as 1 option.</i>			enter total # vegetable OPTIONS throughout cafeteria <input type="text"/>
17. Some vegetables are located near the register/point of purchase			
18. WASHINGTON-grown products are available	-----	-----	Asked in Café op questions
19. WASHINGTON-grown products are promoted/marketed			DESCRIBE HOW WA grown products are promoted/marketed

EXTRA NOTES

Questions to ask the Cafeteria Manager

Entrees / Meals

1. Do you offer a low sodium entrée and/or meal? **Yes** **No** **Notes:**
2. Do you offer a non-fried fish or seafood option at least once a week? **Yes** **No**
3. Do any of your meal items contain trans-fat or partially hydrogenated oils? **Yes** **No**
4. For cheese, yogurt and milk products, are low-fat and non-fat products offered as the default? (i.e. on sandwiches, in meals, parfaits...)
Item: _____ **Yes** **No**
Item: _____ **Yes** **No**
Item: _____ **Yes** **No**

Sides

5. Do your sandwiches/entrees come with a side? **Yes** **No**
If so, what is the default side? _____
Can a vegetable be substituted at no cost? **Yes** **No**
6. What type of spreads do you offer with toast/bread/bagels?

7. Can customers get condiments, sauces and dressings on the side? **Yes** **No**
8. Do you offer at least one oil and vinegar based salad dressing that is also low in sodium? **Yes**
No
9. Are low-fat or fat-free salad dressings offered? **Yes** **No**
10. What type of base do you use for your soup? _____
11. Do you purchase lower sodium products, such as:
Soup base **Yes** **No**
Deli meats **Yes** **No**
Canned tomatoes **Yes** **No**
Fresh or frozen vegetables **Yes** **No**
Bread products? **Yes** **No**

Beverages

12. How much are customers charged for cups/glasses of water? **N/A** **Cost:** _____
13. Do you offer free refills on your fountain drinks? **Yes** **No**
14. What is your default milk option when making coffee drinks? _____

Ordering Prompts

15. Are employees trained to prompt customers to choose zero- or low-calorie beverages when ordering? **Yes** **No**
16. Are employees trained to prompt customers to choose non-fried vegetables when ordering? **Yes**
No

Environment

17. Do you offer at least one WA grown food product at all times? **Yes** **No**
18. Do you offer nutrition information on the intra/internet? **Yes** **No**

Marketing and Promotion:

19. How are you promoting what foods you are selling in your café besides what you're doing in the immediate space? (Newsletter etc.)
20. Do you specifically let people know that your café has low sodium options?
21. Do you specifically let people know that your café has locally grown options?

Cafeteria

Food/Beverage

Environment Assessment

Scans: A Step-by-Step

Guide

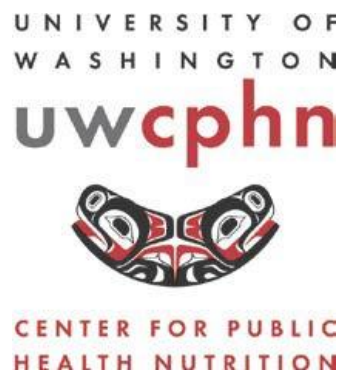


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INTRODUCTION

The purpose of this guide is to promote healthier food/beverage environments in Cafeterias for employees and visitors by describing a step-by-step process for conducting healthy cafeteria food and beverage environment assessments using pencil and paper. Food and beverage environment assessments can help determine the availability of healthier options, assess how cafeterias support healthier food and beverage choices⁶, and determine a baseline from which changes can be tracked over time with repeated assessments. This guide accompanies the *Healthy Cafeteria Food and Beverage Environment Scan* created by the University of Washington Center for Public Health Nutrition.

Structure

The food and beverage portion of the *assessment tool* builds on the Nutrition Environment Measures Survey (NEMS) Restaurant and Stores surveys and other NEMS surveys.⁷⁻⁹ **Section I. Basic Criteria** examines the number of different varieties of various food groups in both the cafeteria line and the grab and go section of the cafeteria and includes some sample standards of healthier food and beverage criteria, which are provided in Appendices A (Healthier Cafeteria Criteria) and B (Healthier Salad Bar Criteria). Based on adherence to these standards, cafeteria venues can earn up to 25 points. **Section II. Additional Criteria** examines supplementary criteria that can help medium and large venues earn additional points and looks at beverages, other foods, and food components. For example, additional points are awarded if cup sizes are no larger than 16 oz. **Section III. Behavioral Economics** looks at the use of strategies to promote healthier food and beverage choices for individuals using cafeterias. For example, the placement of water and/or fruits near the point-of-purchase or at eye-level in stalls or refrigerated units is identified as a means of promoting those foods as easy and healthier choices.

GETTING APPROVAL

Before conducting a cafeteria assessment you should have discussions with your team and all stakeholders, including cafeteria leadership, about the purpose and objectives of the work you are about to embark on. The cafeteria assessments generally do not gather identifiable data that can be related to individuals. However, you should address any identifiable data issues with the relevant leadership of all involved stakeholders. Specifically, ensure that the leadership in the cafeteria you are working with supports your work.

Once you have conducted the cafeteria assessments and collected your data, you can use the information collected to develop strategies to promote healthier choices. These strategies, described in greater detail below, include the use of media, access, pricing, and promotion.¹¹ For each of these strategies, a rationale for their use is presented along with an example. Other strategies, such as the 4 P's of Marketing, are similar and have been used, for example, to promote healthier vending choices.¹²

Media

Rationale: Effective and prominent use of media can inform individuals about healthier food, beverage and physical activity choices. The use of media may influence an individual's awareness of healthier foods and beverages. This may, in turn, increase an individual's selection of healthier choices.

Examples: Use fliers or posters in the cafeteria and hallways to advertise the availability of healthier options in the cafeteria and to motivate individuals to make healthier choices.

Access

Rationale: Strategically increasing access to healthier choices may make it easier for individuals to select healthier foods. Providing a wide array of fruits and vegetables, healthier meals and beverages may allow for those items to be more frequently chosen.

Examples: Increase the selection of healthier items, such as healthier snacks and meals, and fruits and vegetables in your cafeteria to make those options as accessible and prominent as possible.

Price

Rationale: Selling healthier food and beverage items at a lower price than less healthy options can be an effective incentive for healthy eating.

Examples: Provide healthier meals or snacks in the cafeteria at lower prices than less healthy options.
Promotion, Point of Decision, Point of Purchase, Placement

Rationale: Supplying consumers with nutritional information about healthier options at the point of decision can influence decisions. Providing healthier options at the point of purchase may also make choosing healthier options more likely. Finally, the manner in which healthier choices are promoted and placed may play an important role in individual decisions.

Examples: Provide menu labeling on all food and beverage items where they can be easily seen and understood at the points of decision and purchase. At the point of purchase make healthier options, such as snacks, more visible and easily available. Place healthier items, such as water, at eye level.

Social Supports and Services

Rationale: Providing social networks or support groups may facilitate an individual's effort to engage in and sustain healthier choices and behaviors.

Examples: Facilitate the development of support groups to promote healthier food and beverage choices. Employee benefits may offer discounts at farmer's markets on site.

PREPARATORY CONSIDERATIONS

If the person conducting the cafeteria assessment is not a cafeteria employee, permission should be obtained from the relevant cafeteria management to inspect the grounds. Establishing a cafeteria or

worksite contact can facilitate information gathering. It may be useful to establish contacts in the nutrition services since there may be specific information required from nutrition or food service workers on questions such as the price of an individual food item. It is recommended that two or more people complete the scan for a more objective view. Individuals using the scan are encouraged to use the comment fields to collect additional relevant information. This information may be important when reviewing any conflicting answers between data collectors.

The choice of venues to assess (e.g., determining which cafeteria to scan) should be agreed upon by the team and relevant stakeholders. Many of these determinations can be made in assistance with the appropriate worksite representative.

ENVIRONMENTAL SCANS

BACKGROUND INFORMATION

The accompanying assessment tool will help you determine if the food service venues you are analyzing meet the *Healthy Nutrition Guidelines*. To meet the *Guidelines*, all food service venues must earn a minimum of 25 points by meeting basic criteria that will be assessed on a point scale. Large and medium food service venues must earn additional points to meet the *Guidelines*.

Small food service venue	25 points
Medium food service venue	35 points
Large food service venue	50 points

To determine the size of the cafeteria, use the following criteria:

- **Small food service venue:** Offer only pre-made and pre-packaged options and the food is prepared off-site and brought in to the food service location. A grab-and-go venue is an example.
- **Medium food service venue:** Typically offer a smaller number of menu options including premade or quick-to-make options, such as soups and sandwiches. Delis, cafés or food service operations with limited on-site preparation facilities are examples.
- **Large food service venue:** Offer a large menu of options that are made in-house, such as hot entrees, grill items, salad bars, bakery items, deli stations, etc. A full-service cafeteria or conventional food service operation is an example.

COVER PAGE, HEADERS, and FOOTERS

Page 1 of the “Healthy Cafeteria Food and Beverage Environment Scan”

- 1) Create a rater ID for each person(s) conducting the scan. These can be any set of numbers or letters that can be maintained to identify different raters. If only a small number of evaluators are conducting the scan, use rater initials for the ID. *Enter this number into the rater ID boxes on each page. You may pre-fill the footers prior to printing the environmental scan for convenience.*
- 2) Write the name of the worksite or agency, building, and cafeteria.
- 3) Enter the date (MM/DD/YY) on **each page**.
- 4) Enter the building cafeteria code on **each page**.
- 5) Check the box indicating the size of the food service venue you are reviewing. Use the criteria listed on Page 5 to determine the size of the cafeteria. Please note that this evaluation tool is not appropriate for small scale food venues.
- 6) Enter the start time of the scan. When the entire scan is completed, enter the end time. The times you enter will be the overall start and end times for the single cafeteria surveyed. This information may be helpful in evaluating the environmental scan and in planning for future scans by providing estimates of time required to complete the scans.
- 7) Enter the number of cash registers.
- 8) Indicate in the Hours of Operation field the regular opening and closing time for typical weekdays and typical weekend days. Also report on any significant information, such as times that the cafeteria is not available or closed (such as mid-morning or mid-afternoon).

I. BASIC CRITERIA – REQUIRED FOR ALL SIZE VENUES

Page 2 of the “Healthy Cafeteria Food and Beverage Environment Scan”

Instructions: Please fill out **all** of the columns and rows in **Section I. Basic Criteria**. If a column is not relevant, please write N/A. This will confirm that you have reviewed all sections of the tool. **Figure 1** is an example of a food/beverage category that will be evaluated. In column (a), please fill out the total number of varieties of the food/beverage category that are in the cafeteria line. In column (b), please fill out the total number of varieties of the food/beverage category that are in the Grab & Go section. In the column with Total # of Varieties, please add together the values in columns (a) and (b). In the points column, based on the size of the cafeteria being evaluated, please assign the appropriate number of points. Use the “Comments” column to add any additional notes that will be helpful when referring back to the data or when comparing with the other data collector. Finally, after **Section I. Basic Criteria** has been completed, add up the points to calculate total points for **Section I. Basic Criteria**.

Figure 1: example of a food/beverage category that will be evaluated in Section I. Basic Criteria

Whole Grains	# Varieties in	# Varieties Grab	Total # Varieties	Points sm/med: 3 if total \geq 1	Comments

	Cafeteria Line ¹ (a)	and Go ² (b)	(a+b)	lg: 3 if total ≥ 2	(more info needed, etc)
<ul style="list-style-type: none"> •Whole grain listed as first ingredient <i>and/or</i> •Product has whole grain stamp •Foods contain at least 50% whole grains •<i>Examples:</i> oatmeal, brown rice, corn tortillas, whole grain pastas and cereals 					

1. Includes all food items obtained from a cafeteria line, both self-serve items (i.e. salad bar) and items served by a cafeteria employee
2. Grab and Go refers to all pre-packaged food and beverage items

Assessment Food Definitions

Please use the following criteria from the *Healthy Nutrition Guidelines – Implementation Guide for Cafeterias* when collecting data on the food groups.

Q1. Whole Grains criteria:

- (1) *Count if item meets one or more of the following criteria:*
 - a. Foods containing at least 50% whole grains
 - b. Whole grain is listed as the first ingredient
 - c. Whole grain stamp
- (2) *Any food made from wheat, rice, oats, cornmeal, barley or another cereal grain is a grain product. Bread, pasta, oatmeal, breakfast cereals, tortillas, and grits are examples of grain products.*
- (3) *If a sandwich or wrap is made with whole grain bread or tortilla, count as a whole grain product*

Q2. Vegetables (cooked) criteria:

- (1) *Count if vegetable is prepared with healthy cooking methods (steamed, grilled, baked) without added fat or oil*
 - a. Do NOT count vegetables that are fried, heavily salted, served in cream sauce or butter

Q2. Vegetables (raw) criteria:

- (1) *Count if vegetable is raw and/or salad-type*
 - a. Do NOT count vegetables that are served with high-fat and high-sodium dip or that are canned with salt

Q3. Fruit criteria:

(1) *Count whole or sliced fruit (fresh, dried, canned in juice, frozen)*

- a. For mixed items containing exclusively fruit, such as a fruit cup containing multiple types of fruit, count each item as one fruit variety
- b. Do NOT count mixed items containing additional food categories, such as fruits and nuts, as these may be considered a snack option
- c. Do NOT count fruit sweetened or canned in syrup

Q4-6. Entrees

(1) *The Main Dish/Entrée is defined as the main part of a meal. Examples include a sandwich, pizza, or burger.*

Protein Entrees:

(1) *Count for lean meat, poultry, fish or low-fat vegetarian entrée choices*

- a. "Lean meats" are seafood or game meat products that contain less than 10g total fat, 4.5g or less saturated fat, and less than 95 mg cholesterol per RACC (reference amount customarily consumed) – examples include poultry, fish, seafood, eggs, beans, peas, nuts, seeds, and soy products
- b. Dishes that contain lean protein, such as pasta or stir-fry, may count towards this category
 - i. HOWEVER, if additional fats are added to the dish (i.e. fried, served with a cream sauce, or cooked in butter), do NOT count
- c. Dishes that contain vegetables in place of protein, such as in pasta or stir-fry, may count towards this category
 - i. HOWEVER, if additional fats are added to the dish (i.e. fried, served with a cream sauce, or cooked in butter), do NOT count

Q5. Low Sodium Entrees:

(1) *Count if low sodium entrée and/or meal is **available AND** if low sodium entrée and/or meal is **promoted***

- a. Individual food item: 480mg of sodium or less
- b. Meal: 900mg of sodium or less

(2) *If no information is provided regarding sodium content, ask the cafeteria manager. If an entrée is low sodium but not promoted no points may be awarded, but still make note of this in the notes section (i.e. perhaps low sodium entrees are not promoted for fear of decreased sales)*

Q6. Deep-fried Entrees:

(1) Count the number of deep fried entrée(s) available per day

- a. If there is not a deep-fried entrée being served on the day of the assessment then points can be awarded. However, try to look at the weekly menu and make note of any fried entrees served throughout the week

Q7. Trans-fat and Partially Hydrogenated Oils:

(1) Count if meal item(s) contain trans-fat or partially hydrogenated oils

- a. Ask the cafeteria manager for this information

Q8. Low-fat and Non-fat Milk Products

(1) Count if at least one (1) low fat **AND** one (1) fat free option is available

- a. Low fat
 - i. In order for **fluid milk** to be considered low fat, it must be 1%
 - ii. All other milk products can be 2% or less to be considered 'low-fat'. Examples include: Individually packaged fluid milk, yogurt, pudding, and cheeses. Cheeses must be labeled "low-fat" or "reduced fat" or "part-skim mozzarella"
- b. Fat free
 - i. Count if non-fat/fat-free: Skim milk products
 - ii. Examples include: individually packaged fluid milk, yogurt, and pudding
- c. Flavored milk
 - i. Count, but make note that it is flavored
- d. Milk alternatives
 - i. Do NOT count, but if offered, note in the notes section

Q9. Free water:

(1) Count if free water is **available AND** if free water is **promoted**.

- a. Indicate if free drinking water is available, either at the fountain drink station, an independent water dispenser or as a separate water fountain or jet. Note that some water stations may be located immediately outside the food purchase area, for example in the dining area of the cafeteria. Part (b): Note whether the availability of free drinking water is advertised.
- b. Is there a charge for obtaining cups or glasses for free drinking water? If yes, comment on the price and whether there is a price if customers bring their own cups or bottles.
- c. Comment on whether the free drinking water stations, if applicable, were operative at the time of your observation.

II. ADDITIONAL CRITERIA

Page 5 of the “Healthy Cafeteria Food and Beverage Environment Scan”

Instructions: Please fill out **all** of the columns and rows in **Section II. Additional Criteria**. If a column is not relevant, please write N/A. This will confirm that you have reviewed all sections of the tool. **Figure 2** is an example of a food/beverage category that will be evaluated. Please indicate if the statement in the first column is true or false by marking an “x” in the respective column. If you do not know or if the statement is not relevant to the cafeteria that you are assessing, indicate so in the “Not sure or N/A” column. If you mark an “x” in the “True” column, circle the points in the “Points” column. Use the “Comments” column to add any additional notes that will be helpful when referring back to the data or when comparing with the other data collector. Finally, after section II has been completed, add up the points to calculate total points for **Section II. Additional Criteria**.

Figure 2: example of a food/beverage category that will be evaluated in Section II. Additional Criteria

Beverages	True (x)	False (x)	Not Sure or N/A	Points (circle if x in True column)	Comments (more info needed, etc)
Cup sizes no larger than 16 oz				3	

Additional clarifications:

Q2. No free refills of sugar-sweetened beverages.

Mark true if charged for refills, even at self-serve station.

Q6. If sugar-sweetened beverages are offered, an equal number of zero and low calorie beverages must also be offered.

“Low calorie beverage” is defined as a beverage with ≤ 25 calories per cup or container as offered for sale.

Q8. Vegetable juices offered contain 230 mg or less sodium per serving.

If 100% juice is offered, but it is a mix of vegetable and fruit juices, classify by the first ingredient and follow the relevant protocol for that juice.

Q9. At least one Washington grown food product is available at all times.

In this section, indicate whether food is labeled or identified as local (“Washington grown”). This can include items already shipped with a Washington-grown label.

Q10. Half sized portions are available for at least half of all entrée items and this option is promoted

If a cafeteria line is self-serve make note of this in the comment section and provide detailed description of what is offered. Points will or will not be awarded based on discussions with the research team.

Q21. Offer healthy options with bread in place of butter

Only award points if there is an *alternative* option. If no option is offered, including butter, then points are not awarded. **Recommended:** No trans-fats, light margarine, reduced- or low-fat cream cheese, spreadable fruit, jam, nut butters

Q22. Serve one meal *per day* that provides at least three of the following items: one serving fruit; one serving vegetables; one serving beans; one serving whole grains

To count, the meal must contain items from three DIFFERENT categories. Sandwiches may count if they are composed of at least three of the above components. Self-serve also counts if at least three of the above components are offered. Serving size will not be taken into account.

Q24. Fruit located in close proximity to dessert options

Award points if fruits are easily accessible where desserts are also offered.

III. BEHAVIORAL ECONOMICS

Page 9 of the “Healthy Cafeteria Food and Beverage Environment Scan”

Section III. Behavior Economics is meant to record any/all signs, displays, table tents or other ways by which the cafeteria environment identifies healthier food and beverage items.

Additional clarifications

Q1: All healthier options sold at equal or lower price than equivalent available items (i.e., turkey burger vs regular burger)

Refer to Table 3: Assessment Criteria

Do not penalize if any item is marked N/A. Only do not receive points if a healthy option is sold at a higher price than an unhealthy item. Not penalized if unhealthy option is not offered.

Table 3: Assessment Criteria

FOOD ITEM	HEALTHY CRITERIA
Chips	For baked chips, <3g fat or less per 1 oz. serving
Cereal	<6g sugar AND >3g fiber
Yogurt	Low (reduced) or non-fat AND contain no caloric sweetener or be labeled as reduced/low sugar. Yogurt offered with fruit or sweetener on the side may be considered a healthier option.
Milk	Pint-sized (16 oz), unflavored non-fat milk (skim). If non-fat is not sold, use 1% as the default healthier option. If pint-sized milk servings are unavailable, make a note of this and proceed to the next largest available size
Soda	The most dominant diet soda at the most common size. Please note the serving size. Do NOT include as assessment of sports or energy drinks in this section.
Juice	100% juice with no added sugars. If 100% vegetable juice with no added sugars, the healthier option must contain 230mg sodium/serving or less. If not available, note the name of the less than 100% regular juice drink that is provided in the comment section. Also include 100% fruit <i>and</i> vegetable juices in determining the proportion of 100% juice offered relative to the total juice drink space and make notes in the comments section. The default serving size for 100% juice is 6 ounces; the default for fruit drinks is 15 oz. You should comment on any other serving size that is offered as the default.

Q3/Q9: Promotion signage for ‘healthier’ items in the venue applies to any specific messaging (e.g., heart-healthy, light, eat more fruits and vegetables, appropriate portions, balance, etc...). These promotions may be general; i.e. the items promoted do not have to meet the criteria in Appendix A.

Q4: The **Feature of the Day** is defined as a meal plate that must include a protein, a fruit or vegetable, and a grain serving. This could be the same as a Main Entrée/Dish.

If this is a difficult item to assess, you should plan with your team how you will select the Feature of the Day. For example, you may choose to assess the cafeteria’s main hot entrée line. Include comments as to how you chose your selection and why.

IV. HEALTHFUL vs NON HEALTHFUL

Page 11 of the “Healthy Cafeteria Food and Beverage Environment Scan”

Sodium: how to assess whether lower sodium options are promoted

Lower sodium options may be promoted through advertising, coupons, price promotions, window signs, in-store signage, kiosks, and/or table-tents. Lower sodium options are defined as:

- 360mg or less sodium per snack item
- 480mg or less sodium per individual food item
- 900mg or less per individual meal

Package Size/Price/Variety – Chips and Snacks

Cereal

1. For the cereal related questions, Healthier cereal items are defined as having 6gm or less sugar/serving with at least 3gm fiber. The healthier cereal proportion is defined as the number of slots or shelves devoted to the healthier item divided by the total number of slots or shelves (i.e., the healthier item plus **all** other cereal items). → You may use, for example, plain Cheerios as the default healthier cereal brand. If Cheerios is unavailable, and there is a different healthier brand, include its name under the “Alternate name” heading.
2. Use a flavored Cheerios as the regular cereal option (>6gm sugar/serving), or the corresponding alternate (include name).
3. Note the availability, serving size, and location (i.e., POP or otherwise). Also note the total number of varieties of all healthier cereal options. You can provide comments on the actual serving size in the space provided.

Chips

1. For baked chips, use 3 gm fat or less per 1 oz. serving as the healthier item criteria. For example, Baked Lays Potato Chips may be a default healthier option. If this is not available, note any alternate healthier baked chip brand that is used as the default.
2. The corresponding regular chip (>3 gm. fat per 1 oz. serving) is Lays Potato Chip Classic, or the respective alternate (include name).
3. Proceed with your assessment in a similar fashion to that for the cereal section.

Yogurt

1. For the yogurt-related questions, the healthier option must be low (reduced) or non-fat and contain no caloric sweeteners or be labeled as reduced/less sugar. Yogurt offered with fruit or sweetener on the side may be considered a healthier option. Use plain, unsweetened, non-fat yogurt as the default healthier option, or if unavailable, an alternate non-fat or reduced fat yogurt with no added caloric sweeteners or labeled as reduced/less sugar (report lowest-fat available).
2. The corresponding regular option is full fat and/or contains caloric sweeteners.
3. Proceed with your assessment in a similar fashion to that for the cereal section.

Package Size/Price/Variety – Beverages

Milk

1. For the milk section, use pint-sized (16 oz.), unflavored non-fat milk (skim) as the default healthier option. If non-fat is not sold, use 1% as the default choice. If pint-sized milk servings are unavailable, make a note of this and proceed to the next largest available size.
2. The regular milk option will be either 2% or whole milk.
3. Determine whether or not the milk options are above the waist level of the reviewer or not. Proceed with the price of each item, its availability, and proportion of skim/1% in comparison to total milk space.

Soda

1. Use the most dominant diet soda as the default healthier soda option. Review the shelves to determine the most common size. Please note the serving size and provide comments in the space provided.

2. The corresponding regular soda is the most dominant sugared soda brand.
3. Determine whether options are displayed above the reviewer's waist level. Proceed with determining the price of each item, location, the total number of varieties and the proportion of diet soda space relative to total soda space.
4. Do not include an assessment of sports or energy drinks in this section.

Juice and Other Beverages

1. Use 100% juice with no added sugars as the default option. If this is 100% vegetable juice with no added sugars, the healthier option must contain 230mg sodium/serving or less. If not available, note the name of the less than 100% regular juice drink that is provided in the comment section. Also include 100% fruit *and* vegetable juices in determining the proportion of 100% juice offered relative to the total juice drink space and make notes in the comments section. The default serving size for 100% juice is six ounces; the default for fruit drinks is 15 oz. You should comment on any other serving size that is offered as the default. Determine the availability, price and placement above waist level for each item.
2. You may wish to collect optional information on other types of drinks, including unsweetened tea, sweetened tea, flavored drinks, and sports drinks. A criteria for healthier options for these drinks may be <40 calories per 15 oz. container.

Fountain Drinks – Availability

Proceed to the fountain drink station and determine the number of healthier options as well as the total number of all options for soda, juice and tea. If an item is not available enter 'N' and provide comments. If other drink items are provided next to the fountain drink station, such as coffee without added sugar or cream, you may include those under 'Other.'

Healthy Criteria is listed in **Table 3: Assessment Criteria** on page 11

Main Dishes and Entrees: The Main Dish/Entrée is defined as the main part of a meal. Examples include a sandwich, pizza, or burger.

1. Determine the total number of main dishes/entrees.
2. Note the number of healthier options, as defined by the criteria in Appendix A.
3. Note the total # of deep fried entrée items.
4. For the grill station, count each type of burger separately. For example, if a grill station offers beef burgers, chicken burgers, and veggie burgers you would count 3 different burgers regardless of the

types of toppings or dressings.

5. For the default healthier option burger, you should count only those burgers that meet nutritional criteria in Appendix A and that come without less healthy toppings (such as salted products or extra cheese.).

Miscellaneous

When counting vegetables and whole grain starches (such as brown rice and whole wheat pasta), only count those that are cooked without added cheese, butter or other heavy oils or sauces.

V. PLACEMENT AND PROMOTION

Page 16 of the “Healthy Cafeteria Food and Beverage Environment Scan”

Point-of-decision (POD): e.g. on the menu board or at a food stall

Point-of-purchase (POP): within 5 feet of the cashier

Q2. Cafeteria has signs or displays that encourage LESS healthy food choices.

Count if any less healthy food choices are advertised. Less healthy food choices are defined as any foods which do not meet the criteria for healthier foods described in Appendix A.

Q3. Cafeteria has signs or displays that encourage OVEREATING.

This could include signs, table tents, or displays promoting super-sizing, all-you-can-eat, jumbo size, or feast descriptors. Such descriptors may be present on the menu or on separate signage.

Q12-14. Fruit

Include all fresh fruit, whether whole, cut, or canned in water

Indicate whether fruit is well lit. “Yes” indicates that the fruit is as well-lit as most other foods in the cafeteria. “No” indicates that without question, this does not appear to be the case.

Indicate whether fruit is appealing, using the same criteria for selecting “Yes” or “No”. Appealing fruit looks fresh (bright color, firm skin, appropriate scent) and is not bruised.

Indicate whether some fruit is located near the register.

Q15-17. Vegetables

Consider all vegetables, including potatoes, regardless of preparation method

Indicate whether vegetables are well lit. “Yes” indicates that the vegetables are as well-lit as most other foods in the cafeteria. “No” indicates that without question, this does not appear to be the case.

Indicate whether vegetables are appealing, using the same criteria for selecting “Yes” or “No”. Appealing fruit looks fresh (bright color, firm skin, appropriate scent) and is not bruised.

Indicate whether some vegetables are located near the register.

Q18. WASHINGTON-grown products are available

In this section, indicate whether food is labeled or identified as local (“Washington grown”). This can include items already shipped with a Washington-grown label.

Q19. WASHINGTON-grown products are promoted/marketed

Mark whether and how any Washington-grown or “local” products were promoted or marketed (i.e. featured as an ingredient or as a highlighted fruit or vegetable). This identification process must refer to an additional step taken by the cafeteria to promote a particular item. Cafeterias may do this through menu board features, signage, and added labels, for example. *Products already shipped with a Washington-grown label, however, do not meet the criteria of being promoted and marketed.*

APPENDIX A: Healthier Criteria

These criteria are meant to classify food and beverage items as healthier for the cafeteria. For each food or beverage item, or meal course, specific recommendations for nutritional content including total calories, calories from fats and sugars, and sodium per serving are provided. Your facility may wish to review other criteria to use. Please see reference section for additional resources.

Main entrée	<p>Identified as healthful item on menu or package OR</p> <p>≤800 calories</p> <p>≤10% of calories from saturated fat</p> <p>Trans fat =0 grams</p> <p>Sodium ≤900 mg</p>
Burgers/Sandwiches	<p>Identified as healthful item on menu or package OR</p> <p>≤650 calories</p> <p>≤10% of calories from saturated fat</p> <p>Trans fat=0 grams</p> <p>Sodium ≤900 mg</p>
Side item	<p>Identified as healthful item on menu or package OR (side items may also be reviewed under the fruit or vegetable sections, ex: green beans, applesauce)</p> <p>≤ 250 calories per item</p> <p>≤10% calories from saturated fat</p> <p>Trans fat = 0 grams</p> <p>Sodium ≤480 mg</p>
Featured Meal of the Day (combination of protein, fruit/vegetable, and whole grain)	<p>Identified as healthful item on menu or package OR</p> <p><800 calories/meal</p> <p>≤10% calories from saturated fat</p> <p>Trans fat =0 grams</p> <p>Sodium ≤900 mg</p>

<p>Salad entrée</p>	<p>Salad contains ≤ two high fat ingredients (i.e. items contain ≥ 50% calories from fat, excluding nuts and avocados) and must have low-fat, fat-free dressings.</p> <p>Dark green vegetables include: mustard, turnip, & collard greens, romaine, spinach and broccoli (**Iceberg lettuce does not meet this criteria)</p> <p>OR if nutrition information available:</p> <p>≤800 calories</p> <p>≤10% of calories from saturated fat</p> <p>Sodium ≤900mg</p>
<p>Soup</p>	<p>Identified as healthful item on menu or container OR</p> <p>≤225 calories per 8 oz</p> <p>≤10% calories from saturated fat Trans fat =0 grams</p> <p>Sodium ≤300 mg</p>
<p>Fruit</p>	<p>All fresh fruits or canned fruit in water or 100% juice (includes unsweetened applesauce)</p>
<p>Vegetables</p>	<p>All raw, steamed, baked, or grilled seasoned without fat or oil</p> <p>Sodium ≤480 mg/serving</p>
<p>Snack/Dessert</p>	<p>If items are packaged:</p> <p>Bread: 50% whole wheat/whole grain <200 mg sodium</p> <p>Cereal: ≤6g sugar/ serving and ≥3g fiber</p> <p><200 calories per serving</p> <p>≤35% calories from total sugars</p> <p>≤10% calories from saturated fat</p> <p>Trans fat=0 grams</p> <p>Sodium ≤360mg</p> <p>*includes low-calorie gelatin/pudding cups</p>
<p>Beverage</p>	<p>Diet soda, water, 100% fruit juice, 100% vegetable juice with ≤230mg sodium/serving unflavored skim or 1% milk, low- calorie beverages (≤25 calories per cup or container as offered for sale)</p>

APPENDIX B

The following classification uses a red-yellow-green system to determine salad bar items are healthier or not. These criteria are similar to those of the Iowa Department of Health NEMS-V Healthy Salad Bar Initiative.⁹

Rating	Salad Bar Item
Green Go	Green leafy vegetables Spinach Whole or sliced fruit Whole or sliced vegetables Canned vegetables/beans packed without added salt
Yellow Slow	Iceberg lettuce Canned vegetables with added salt Canned beans with added salt Olives Nuts (plain or with spices) Seeds (plain) Avocado/Guacamole Lean meat Meat alternative Hard boiled eggs Low-fat or fat-free dressing Dried or dehydrated fruit
Red Whoa	Lunch meat Bacon Sausage Sour cream Cheese Croutons/Crispy noodles Regular dressing Any other item that does not meet Green/Yellow criteria

Frequently Asked Questions

How have other sites used these assessment scans?

As mentioned above, these scans are based off of scientific studies and tools that have been tested for construct validity. The hospital assessments these tools are based on have also undergone reliability testing.^{14, 15} Hospitals involved in these pilots found the scans feasible, reliable and useful in engaging their leadership (e.g., using presentations or 1- page summaries) to begin changing their hospital environments.

Our cafeteria has several stations, including a hot station, a grill station, a deli station, and a salad station. How do we decide which station we should review for the scan?

You can decide to survey one area, or all of the areas. You may wish to have one reviewer assess the hot station, and the other reviewer to assess the grill station. Be sure to note the information in the comments section. It may be most important to survey the area with the largest use.

If we are scanning the Deli Bar, how do we calculate healthier options? We have chicken and roast beef, which are okay until the person adds cheese and mayonnaise?

Only non-red meats (i.e., turkey and chicken) and vegetarian options should be counted as healthier. Furthermore, non-fried turkey or chicken should be counted as healthier. Meats mixed with mayonnaise (e.g., chicken salad) should not be counted as healthier. Count each option separately and then determine the proportion of healthier options. For example, if the deli station has turkey, chicken, roast beef, veggie and ham sandwiches, the total proportion of healthier options would be 3/5, regardless of the types of toppings that are available. For further information please visit: <http://www.med.upenn.edu/nems/measures.shtml>

My worksite has multiple cafeterias. Which one should I survey?

One option is to choose the cafeteria with the highest customer volume. Another option would be to survey the cafeteria that might have more ability to change. The hope is that after you have surveyed your worksite's cafeteria, you may want to work together with the stakeholders to determine a plan of action to make changes, so it is often more advisable to work with the facilities that you can have more impact on.

I need more help in understanding what would be healthier options in the Grab and Go section?

In the Grab and Go section close to the registers, healthier options could include low fat granola bars, small bags of seeds/nuts, baked chips, dried fruit/nut mixes, apple sauce

What do I do if my partner reviewer and I had very different responses to some of the survey questions?

This is why it is so important to include comments. Additional information provided in the comment section can usually help you determine where any confusion might have been. It may be helpful for both reviewers to go back and check the item in question and reach a consensus. Additionally, it may be useful for raters to consider taking a NEMS training (see Resources section for more information).

My worksite has completed the assessment, now what? What are the next steps?

One important part of using the environmental assessment is to have a discussion with your stakeholders and partners about what your plans are to use the data. Some hospitals have presented the results of the assessment as a presentation or 1-page informational sheet to the hospital leadership as a call to action to make changes. Some hospitals have gotten together to work with the cafeteria staff to determine ways to improve the offerings. On page 5 of this document you will find a listing of strategies you can employ, using the information from your scan, to make improvements.

Resources

Nutrition Environment Measures Survey

This website provides links for online training using the NEMS tool. This website also provides other valuable resources. Raters may wish to undergo training to better understand environment assessments and improve the reliability of their assessments. Available at:

<http://www.med.upenn.edu/nems/>

Healthier Hospital Change Package

This document describes a step-by-step process to hospital environment change from stakeholder engagement to environment assessment and evaluation. Available at:

Healthy Hospital Choices

This document summarizes the proceedings and results of an expert panel convened by CDC in August 2010 on hospital environment change. Available at:

<http://www.cdc.gov/nccdphp/dnpao/hwi/docs/HealthyHospBkWeb.pdf>

Healthy Hospital Practice to Practice Series (P2P)

This P2P Series presents case studies of hospitals improving their environments to better support the health of their employees and embody the mission of their organization. Available at:

http://www.cdc.gov/nccdphp/dnpao/hwi/resources/hospital_p2p.htm

Concessions and Cafeterias: Healthy Food in the Federal Workplace

The U.S. General Services Administration website provides an introduction to the Health and Sustainability Guidelines for Federal Concessions and Vending Operations. Several resources are provided. Available at: <http://www.gsa.gov/portal/content/104429>

The Network for a Healthy California-Worksite Program: Ordering Farm Fresh Produce for Worksites

This tool describes how to use community supported agriculture or private

companies to deliver fresh fruits and vegetables to a workplace. Available at:

http://www.takeactionca.cdph.ca.gov/docs/fit-business-kit-tools/BRO-173_FEB_2008FINAL.pdf

Healthy Food Environments Pricing Incentives

This resource describes how a practice-tested pricing incentive policy intervention helped to increase the availability, visibility and affordability for employees in a hospital system in North Carolina. Core elements, required resources and an implementation plan are described.

Document available at:

http://www.centertrt.org/content/docs/Intervention_Documents/Intervention_Templates/HFE_Pricing_Incentives_Template.pdf

Webinar available at: http://www.centertrt.org/?p=training_webinars_hfe

Kaiser Permanente Cafeteria menu Labeling Intervention

This resource describes how an intervention focusing on stakeholder engagement and a menu-labeling pilot in 5 hospital cafeterias was implemented. The patron response and evaluation led to the dissemination of the intervention to 35 hospitals in 3 states. Available at:

http://www.centertrt.org/content/docs/Intervention_Documents/Intervention_Templates/Kaiser_Permanente_Menu_Labeling_Template.pdf

Snackwise® Nutrition Rating System

The Center for Healthy Weight and Nutrition at Nationwide Children's Hospital provides a useful snack rating system that can be used in assessments. Available at:

<http://www.snackwise.org/howstheprogramworks.cfm>

Healthy Salad Bar Initiative

The Iowa Department of Health has adapted the Nutrition Environment Measures Survey for Vending Machines (NEMS-V) (<http://www.nems-v.com/Index.html>). A system for rating healthier salad bar items is available at: <http://www.nems-v.com/documents/SaladBarSneezeGuardSignage.pdf>

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Appendix E: Micro-market photo assessment protocol

Food and Beverage Service Guidelines Executive Order 13-06
Healthy Micro Market Evaluation
Protocol for Taking Photos of the Micro Markets
and Documenting Fruit and Vegetables

A.) TAKING PHOTOS

Photograph the Micro Market as follows. See sample photos below:

1. **For full Micro Market:** Stand back from the market area and take two photos that capture the micro market area. One from a left-side angle, one from a right-side angle.
2. **Refrigerators and freezers:**
 - Take one full photo of each refrigerator and freezer.
 - Open the door and take one close-up photo per shelf making sure that products are clearly identifiable-turning over as necessary to capture all product information. (i.e. product name, product size or weight)
3. **For snack area:**
 - For shelf-stable snack stands - take one full photo capturing the entire snack area.
 - Take four separate close up photos, one in each quadrant of the snack area. Make sure that individual packages are clearly visible for analysis. (i.e. product name, size or weight)

Q1	Q2
Q3	Q4

4. **For non-refrigerated Grab and Go Entrée Items:** (shelf-stable soups; pretzel/cheese/nut boxes; tuna/cracker boxes, etc). Take one close-up photo of each item, making sure that front of each product can be seen.
5. **For marketing techniques:** Take a close-up photo of any marketing signage or labels on or near the machines.
6. **For pricing comparison:** Take a close-up photo of any signs listing prices of items.

Note: Please be certain that images are clear before sending.

B.) LABELING PHOTOS

Clearly label all photos with the following information:

- Building (DOT; L&I or DOH)
- Entire market; refrigerator; freezer; snack section; non-refrigerated entrée

- Photography Category –full, quadrant for snacks; refrigerator/freezer shelf #; close up entrée# (non refrigerated items); close up snack#; marketing image; pricing image.

PHOTO EXAMPLES

DOH_snacksection_full



DOH_pricing

General Pricing			
Fresh Foods		Healthy Choices	
Yogurt	\$1.29 - \$1.99	Fresh Fruit	\$0.79 - \$1.09
Parfait	\$3.49	Fruit or Veggie Cups	\$2.09 - \$2.99
Muffins & Pastries	\$1.29 - \$1.79	Pop Chips	\$1.09
Lunchables	\$2.49	Granola & Protein Bars	\$0.89 - \$2.99
Avanti Market Sandwich	\$3.49 - \$4.99	Cheese Singles	\$0.49
Pierre Signature Sandwich	\$3.79	Hummus & Pretzel Dip	\$2.79
Hot n Ready Breakfast	\$2.89	Naked 100% Juice	\$4.09
Fresh Salads	\$3.99 - \$4.99	11.5 oz V8 Juice	\$1.39 - \$1.69
Milk	\$0.89 - \$1.49	Almond Milk	\$2.09
Frozen Food		Cold Beverages	
Burritos & Hot Pockets	\$1.49 - \$2.39	20 oz Soft Drinks	\$1.49
Sandwiches & Entrees	\$1.59 - \$4.29	20 oz Water	\$1.49
Ice Cream	\$0.99 - \$2.99	20 oz Gatorade	\$1.99
Snacks		16 oz 100% Juice	\$2.19
Candy, Cookies & Chips	\$1.09 - \$1.59	16.9 oz Sparkling Water	\$1.49
Premium Chocolate	\$2.09	Starbucks Coffee	\$2.29 - \$3.49
Big Candy	\$2.29	Energy Drinks	\$2.69 - \$3.99

www.AvantiMarketsNW.com 206-737-8712

Prices are subject to change without notice. If you have any questions or comments, please contact Avanti Customer Service.

DOH_refrigerator_full



DOH_freezer_full



Instructions for vending machine photos

4 pictures per machine. Make sure pictures are clear and products are easy to see.

1) Take one picture with code/location form



2) Take one picture of full machine



3) Take one close-up picture of the top half



4) Take one close-up picture of the bottom half



Appendix G: Café basic and additional criteria by year

Café basic criteria scores by year (full compliance = 25 points)

Café Code	2015	2016	2017	2018	Change from 2017 to 2018
Medium Size Cafés					
C	22	20	15	20	+5
E	15	17	19	11	-8
G	15	n/a	n/a	n/a	--
I	20	15	15	17	+2
J	14	23	17	14	-3
Large Size Cafés					
A	22	19	16	19	+3
B	17	19	19	17	-2
D	22	20	17	22	+5
F	22	19	22	22	0
H	17	19	22	25*	+3
<i>Mean Scores</i>	<i>18.6</i>	<i>19</i>	<i>18</i>	<i>18.6</i>	<i>+0.6</i>

*Compliant

Café additional criteria Café scores by year

Café Code	2015	2016	2017	2018	Change from 2017 to 2018
Medium Size Cafés (compliance = 10 points)					
C	24	27	23	34	+11
E	16	34	27	16	-11
G	19	n/a	n/a	n/a	--
I	24	24	21	27	+6

J	28	47	34	30	-4
<i>Mean (Medium)</i>	22.2	33.0	26.3	26.8	+0.5
Large Size Cafés (compliance = 25 points)					
A	26	33	37	30	-7
B	30	22	38	34	-4
D	32	27	35	31	-4
F	40	45	36	40	+4
H	25	31	31	37	+6
<i>Mean (Large)</i>	30.6	31.6	35.4	34.4	-1.0

Proportion of Cafés observing additional criteria for food and beverages by year

Additional Criteria for Food and Beverages	Proportion of Cafés Meeting Criteria*			
	2015	2016	2017	2018
Beverages				
Cup sizes ≤16 oz	1/8*	0/9	0/9	1/9
No free refills of SSBs	9/9*	8/8*	6/8*	7/8*
Offer only low-fat (1%) and non-fat fluid milk	0/9*	0/9	0/9	1/8*
Low-fat (1%) or non-fat milk are default milk option	1/8*	1/9	2/8*	0/6*
Milk is default for coffee service (cream or half and half by request only)	0/10	1/9	1/9	3/8*
# of SSBs ≤ # of zero- and low-calorie beverages	1/10	1/9	4/9	6/9
Offer only 100% fruit juices with no added sugar	0/10	1/9	2/9	1/8*
Vegetable juices contain ≤230 mg sodium/serving	1/8*	1/7*	1/6*	0/5*
Vegetables and Fruits				
Non-fried vegetables or fruit are the default side dish	0/3*	6/8*	6/9	4/8*
Allow & promote substitution of non-fried vegetable side for no extra charge	5/7*	5/7*	5/8*	0/5*
Offer a salad bar	6/10	6/9	5/9	6/9
Fruit is located in close proximity to dessert options	5/10	7/9	7/9	5/9
Condiments				
Offer ≥1 low-sodium oil and vinegar salad dressing	7/9*	9/9	8/9	8/9
Offer condiments, sauces, and dressings on the side	10/10	9/9	9/9	8/9
Offer healthy option with bread in place of butter	1/5*	8/9	9/9	7/9

Other Foods and Food Components				
1 meal/day provides ≥ 3 of the following: 1 serving of fruits, vegetables, beans, or whole grains	7/10	9/9	1/9	4/9
Whole grain is the default for $\geq 50\%$ of meals w/ grains	0/10	2/8*	0/9	2/7*
Offer low-sugar, high fiber cereals	2/4*	0/4*	3/4*	1/5*
Low- and non-fat milk products (cheese, yogurt, etc.) are default options	0/10	0/9	1/9	1/9
Only offer yogurt without caloric sweeteners or reduced/less	0/9*	1/9*	1/8*	0/9
Offer ≥ 1 non-fried fish or seafood option/week**	10/10	9/9	9/9	9/9
≥ 1 Washington-grown product is available	7/10	3/9	6/9	8/9
Portion Size				
Half-size portions available & promoted for $\geq 50\%$ entrées	4/10	7/9	5/9	3/9
Offer small portions of muffins, quick breads, and bagels	3/10	3/9	2/9	7/9
Desserts are offered in small portion sizes (2 oz)	9/10	6/9	7/9	9/9

*The denominator for some criteria is less than the total number of Cafés evaluated because not all criteria were relevant to each Café. For example, a Café may not have offered a default side or may not have coffee service.

**Includes tuna salad sandwiches

Appendix H: Proportion of Cafés observing behavioral economics criteria

Proportion of Cafés applying additional behavioral economics strategies

Additional Criteria for Behavioral Economics	Proportion of Cafés Meeting Criteria			
	2015	2016	2017	2018
Healthier options available at \leq price	9/10	1/9	5/9	2/9
Healthier items placed closer to customers & at eye level	6/10	4/9	4/9	1/9
$\geq 75\%$ of promotional signage for healthier items	5/10	7/9	4/6*	5/8*
No marketing of deep-fried options as the special or feature of the day	8/10	7/9	9/9	8/9
Employees trained to prompt non-fried vegetables	1/10	1/7*	1/3*	2/7*
Employees trained to prompt zero- and low-calorie beverages	0/10	1/3*	n/a**	0/7*
Healthier options listed first for each menu category	0/10	2/9	2/7*	0/9
Zero- and low-calorie beverages listed before SSBs on the menu	0/9*	1/3*	2/4*	1/5*

*The denominator for some criteria is less than the total sample size because not all criteria were relevant to each café. For example, a café may not have offered a default side or may not have coffee service.

**In 2016 the majority, and in 2017 all café beverages were self-serve or grab-and-go. This category does not include coffee service.

Appendix I: Micro-market top-selling items by sales quarter

Top 10 items sold in 2017 (January-December)

Product	Total Sum of Items Sold
Q1	87,588
Cheddar Cheese Squares	3,120
20 oz Diet Soda	2,644
String Cheese Mozzarella	2,271
20 oz Soda	1,457
2% Half Pint White Milk	1,143
Hard Boiled Eggs	1,111
20 oz Water	1,047
Chips 2oz	1,033
Chips 1.5oz	973
Organic Hard Boiled Eggs 3 oz	934
Q2	98,500
Cheddar Cheese Squares	3,450
20 oz Diet Soda	3,119
String Cheese Mozzarella	2,565
20 oz Soda	1,684
Hard Boiled Eggs	1,343
Chips 2oz	1,201
20 oz Water	1,158
2% Half Pint White Milk	1,117
Chips 1.5oz	1,041
20 oz Soda Zero	1,040
Q3	90,017
Cheddar Cheese Squares	3,210
20 oz Diet Soda	2,933
String Cheese Mozzarella	2,226
20 oz Soda	1,595
Hard Boiled Eggs	1,332
20 oz Water	1,263
Chips 2oz	1,084
2% Half Pint White Milk	1,076
20 oz Soda Zero	1,012
20 oz Soda Zero	902
Q4	87,234
Cheddar Cheese Squares	3,147
20 oz Diet Soda	2,950
String Cheese Mozzarella	2,102

20 oz Soda	1,783
Hard Boiled Eggs	1,275
20 oz Soda Zero	1,211
20 oz Water	1,144
20 oz Soda Zero	1,029
Chips 2oz	1,013
2% Half Pint White Milk	1,005
Grand Total	363,339

Top 10 items sold in 2018 (January-July)

Product	Total Sum of Items Sold
January - March	117,351
Cheddar Cheese Squares	3,771
20 oz Diet Soda	3,581
String Cheese Mozzarella	3,051
20 oz Soda	2,246
20 oz Soda Zero	1,691
Hard Boiled Eggs	1,505
20 oz Water	1,469
2% Half Pint White Milk	1,369
20 oz Soda Zero	1,277
16 oz Energy Drink Zero	1,241
April - July	131,133
20 oz Diet Soda	4,494
Cheddar Cheese Squares	4,086
String Cheese Mozzarella	3,589
20 oz Soda	2,491
20 oz Soda Zero	2,059
20 oz Water	1,764
12 oz Soda	1,547
20 oz Soda Zero	1,514
2% Half Pint White Milk	1,479
Chocolate Peanut Candies	1,334
Grand total	248,484

Appendix J: Proportion of approved vs. not approved micro-market purchases has changed *within* each agency year over year

Percent of total approved vs. not approved purchases by state agency and year:

AGO Ecology	2016	32.03%	67.97%
	2017	32.47%	67.53%
	2018	36.99%	63.01%
Attorney General	2016	28.19%	71.81%
	2017	30.14%	69.86%
	2018	29.34%	70.66%
DOL Black Lake	2017	31.85%	68.15%
	2018	31.17%	68.83%
DOL Bristol	2016	21.92%	78.08%
	2017	25.96%	74.04%
	2018	27.01%	72.99%
DOR 6300	2016	28.19%	71.81%
	2017	33.14%	66.86%
	2018	31.95%	68.05%
DOR 6400	2016	35.09%	64.91%
	2017	27.80%	72.20%
	2018	28.84%	71.16%

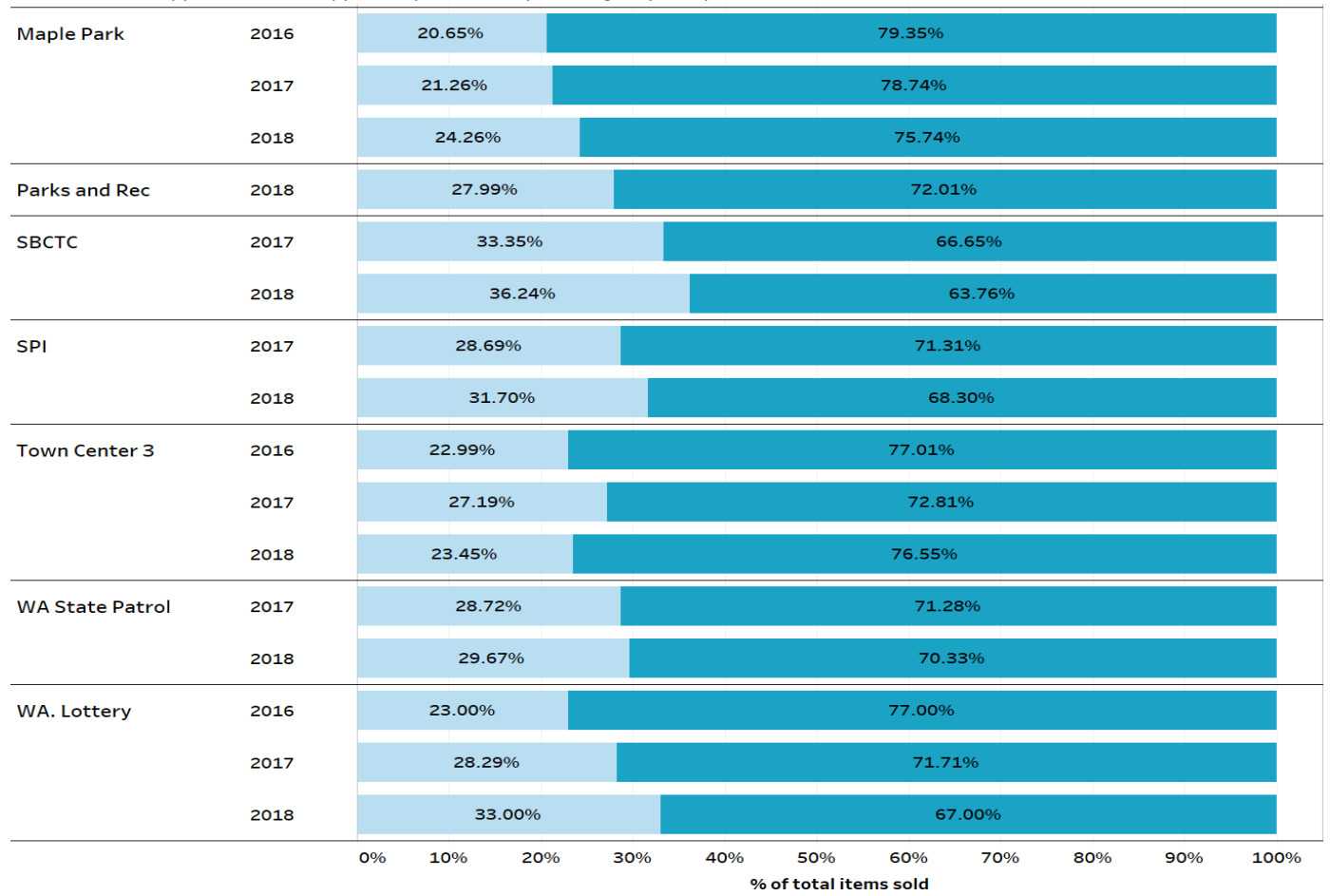
Percent of total approved vs. not approved purchases by state agency and year:

DOR 6500	2016	22.16%	77.84%
	2017	26.18%	73.82%
	2018	27.57%	72.43%
DSHS 4450	2017	31.46%	68.54%
	2018	30.23%	69.77%
DSHS 4500	2017	39.71%	60.29%
	2018	31.49%	68.51%
DSHS DCS	2016	29.94%	70.06%
	2017	31.15%	68.85%
	2018	28.71%	71.29%
DSHS EAS	2016	29.26%	70.74%
	2017	26.81%	73.19%
	2018	30.55%	69.45%
DSHS Shelton	2017	15.20%	84.80%
	2018	22.29%	77.71%
Dept of Enterprise Services	2017	28.72%	71.28%
	2018	29.42%	70.58%
Dept. of Financial	2016	27.76%	72.24%
	2017	31.57%	68.43%
	2018	33.01%	66.99%

Percent of total approved vs. not approved purchases by state agency and year:

Dept. of Health	2016	25.83%	74.17%
	2017	28.38%	71.62%
	2018	27.90%	72.10%
Dept. of Retirement	2018	32.34%	67.66%
ESD 670	2016	20.02%	79.98%
	2017	27.10%	72.90%
	2018	24.07%	75.93%
ESD640	2016	24.19%	75.81%
	2017	24.90%	75.10%
	2018	25.66%	74.34%
HCA 621	2016	23.24%	76.76%
	2017	25.61%	74.39%
	2018	28.81%	71.19%
HCA 626	2016	22.71%	77.29%
	2017	27.69%	72.31%
	2018	27.86%	72.14%
John L Obrien	2016	26.19%	73.81%
	2017	20.76%	79.24%
	2018	24.25%	75.75%
LNI Tum	2016	27.07%	72.93%
	2017	26.42%	73.58%
	2018	25.78%	74.22%
Liquor & Cannabis	2016	26.19%	73.81%
	2017	26.27%	73.73%
	2018	28.84%	71.16%

Percent of total approved vs. not approved purchases by state agency and year:



Hngstatus 2017
 ■ Not Approved
 ■ Approved

Appendix K: Compliant vending machines by agency

2018 Snack Machine Compliance – By Agency

	# Snack Machines Compliant	Snack Machines within 15% Compliance	Total # Snack Machines	% Compliant Snack Machines
Administration and Office for the Courts	2	0	2	100%
Capitol Legislative Building	1	0	1	100%
Dept of Agriculture	1	0	1	100%
Dept of Commerce	1	0	1	100%
Dept of Corrections	1	1	2	50%
Dept of Ecology	1	0	1	100%
Dept of Enterprise Services	1	0	1	100%
Dept of Fish and Wildlife	1	0	1	100%
Dept of Health	1	0	3	33%
Dept of Licensing	3	1	12	25%
Dept of Natural Resources	1	0	1	100%
Dept of Social and Health Services	5	0	5	100%
Dept of Transportation	2	0	2	100%
Dept of Veteran Affairs	1	0	1	100%
Dolliver Building	0	1	1	0%
Employment Security	1	0	1	100%
Industrial Insurance	1	0	1	100%
Insurance Building (Office of Financial Mgmt)	1	0	1	100%
Insurance Commission	0	1	1	0%
Irv Newhouse	0	1	1	0%
John A Cherberg Building	1	0	1	100%
Legislative Services Center	1	0	1	100%
Office of Administration (Office of Admin. Hearings)	1	0	1	100%
Office of Financial Recovery (Traffic Safety Commission)	0	1	1	0%
Pritchard Building	1	0	1	100%
Services for the Blind	1	0	1	100%
State Library	1	0	1	100%
State Office Building #2	1	0	1	100%
Utilities/Transportation	1	0	1	100%
WA State Investment Board	1	0	1	100%
WA State Patrol	1	0	1	100%
WA Student Achievement Council	1	0	1	100%

WATECH	0	1	1	0%
Total	36	7	53	68%

Table 2: 2018 Beverage Machine Compliance by Agency

	# Beverage Machines Compliant	Beverage Machines within 15% Compliance	Total # Beverage Machines	% Compliant Beverage Machines
Dept of Health	4	3	11	36%
Dept of Licensing	3	2	14	21%
Dept of Natural Resources	8	3	11	73%
Dept of Social and Health Services	3	1	7	43%
Health Care Authority	3	0	3	100%
Labor & Industries	1	1	3	33%
Services for the Blind	0	1	1	0%
Total	22	11	50	44%

Appendix L: Vending machine compliance overtime by agency

Table 3. Snack and beverage vending machine compliance by agency and year

Agency, 2018 Assessment	# Machines Compliant / # Total Machines (%)	
	Snack Vending	Beverage Vending
Department of Health	1/3	4/11
Department of Services for the Blind	1/1	0/1
Department of Social & Health Services	5/5	3/7
Department of Licensing	3/12	3/14
Natural Resource Building	1/1	8/11
Department of Retirement Systems	<i>n/a</i>	<i>n/a</i>
Department of Veteran Affairs	1/1	<i>n/a</i>
Legislative Building	1/1	<i>n/a</i>
Health Care Authority	<i>n/a</i>	3/3
Labor & Industries	<i>n/a</i>	1/3
WA State Lottery	<i>n/a</i>	<i>n/a</i>
Department of Revenue	<i>n/a</i>	<i>n/a</i>
Total	13/24 (54%)	22/50 (44%)

Agency, 2017 Assessment	# Machines Compliant / # Total Machines (%)	
	Snack Vending	Beverage Vending
Department of Health	0/2	4/7
Department of Services for the Blind	0/1	<i>n/a</i>
Department of Social & Health Services	0/6	<i>n/a</i>
Department of Licensing	0/4	<i>n/a</i>
Natural Resource Building	0/2	<i>n/a</i>
Department of Retirement Systems	0/2	<i>n/a</i>
Department of Veteran Affairs	0/1	<i>n/a</i>
Legislative Building	0/1	1/2
Health Care Authority	<i>n/a</i>	<i>n/a</i>
Labor & Industries	<i>n/a</i>	1/3
WA State Lottery	<i>n/a</i>	<i>n/a</i>
Department of Revenue	<i>n/a</i>	1/1
Total	0/19 (0%)	7/13 (54%)

Agency, 2016 Assessment	# Machines Compliant / # Total Machines (%)	
	Snack Vending	Beverage Vending
Department of Health	2/5	5/10
Department of Services for the Blind	0/1	0/1

Department of Social & Health Services	0/5	5/10
Department of Licensing	0/13	4/16
Natural Resource Building	0/3	4/7
Department of Retirement Systems	0/1	1/1
Department of Veteran Affairs	0/2	<i>n/a</i>
Legislative Building	<i>n/a</i>	<i>n/a</i>
Health Care Authority	0/1	3/3
Labor & Industries	<i>n/a</i>	1/3
WA State Lottery	<i>n/a</i>	<i>n/a</i>
Total	2/31 (6%)	23/51 (45%)

Agency, 2015 Assessment	# Machines Compliant / # Total Machines (%)	
	Snack Vending	Beverage Vending
Department of Health	0/6	4/10
Department of Services for the Blind	0/1	0/1
Department of Social & Health Services	0/28	5/20
Department of Licensing	0/1	3/5
Natural Resource Building	0/1	3/5
Department of Retirement Systems	0/	1/1
Department of Veteran Affairs	0/2	2/4
Legislative Building	<i>n/a</i>	<i>n/a</i>
Health Care Authority	0/2	2/2
Labor & Industries	0/1	0/3
WA State Lottery	0/2	0/1
Department of Revenue	<i>n/a</i>	2/4
Total	0/45 (0%)	22/56 (39%)

Appendix M: Percentage of approved items in vending machines by agency

Percent of approved snack and beverage items by Agency, 2018

Agency	# of Machines	# of Identifiable Items	% Items Approved by HNG Criteria
Snacks			
Administration and Office for the Courts	2	55	56%
Capitol Legislative Building	1	37	54%
Dept of Agriculture	1	32	50%
Dept of Commerce	1	34	59%
Dept of Corrections	2	66	50%
Dept of Ecology	1	37	51%
Dept of Enterprise Services	1	37	51%
Dept of Fish and Wildlife	1	40	50%
Dept of Health	3	96	24%
Dept of Licensing	12	380	21%
Dept of Natural Resources	1	21	57%
Dept of Social and Health Services	5	172	51%
Dept of Transportation	2	63	51%
Dept of Veteran Affairs	1	29	52%
Dolliver Building	1	40	45%
Employment Security	1	37	51%
Industrial Insurance	1	36	56%
Insurance Building (Office of Financial Mgmt)	1	30	53%
Insurance Commission	1	39	49%
Irv Newhouse	1	38	47%
John A Cherberg Building	1	26	50%
Legislative Services Center	1	40	50%
Office of Administration (Office of Admin. Hearings)	1	28	50%
Office of Financial Recovery (Traffic Safety Commission)	1	29	45%
Pritchard Building	1	40	50%
Services for the Blind	1	38	50%
State Library	1	40	50%
State Office Building #2	1	40	50%
Utilities/Transportation	1	28	50%
WA State Investment Board	1	30	53%
WA State Patrol	1	27	52%
WA Student Achievement Council	1	31	52%
WATECH	1	31	48%

Total Snacks	53	1747	49%
Beverages			
Dept of Health	11	156	45%
Dept of Licensing	14	256	33%
Dept of Natural Resources	11	127	52%
Dept of Social and Health Services	7	101	42%
Health Care Authority	3	61	60%
Labor & Industries	3	62	54%
Services for the Blind	1	8	38%
Total Beverages	50	771	46%