
Healthy Nutrition Guidelines

Implementation Guide for Institutions



Your health. Your food. Your choice.

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To submit a request, please call 1-800-525-0127 (TDD/TTY 711).



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The *Guidelines* are also adapted from:

- **Public Health – Seattle & King County** Healthy Vending Guidelines
- **U.S. General Services Administration** Health and Sustainability Guidelines for Federal Concessions and Vending Operations
- **RAND Corporation** Performance Standards for Restaurants

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Overview

Introduction

In October 2013, Governor Jay Inslee signed [Executive Order 13-06](#): Improving the Health and Productivity of State Employees and Access to Healthy Foods in State Facilities. This requires state executive agencies to adopt and implement food service guidelines that meet the Department of Health's *Healthy Nutrition Guidelines (Guidelines)*.

The Department of Health's *Healthy Nutrition Guidelines* follow the guidance of the [2010 United States Department of Agriculture's Dietary Guidelines for Americans](#) (DGA 2010). They set criteria to ensure that healthy options can be found in cafeterias, cafés, on-site retail venues, vending machines, meetings and events, and institutional food service. The Department of Health will update the *Guidelines* as necessary – at least every five years – to ensure that they remain current and science-based.

The Department of Health developed this implementation guide to support agencies and other organizations in the implementation of the *Guidelines*.

The *Guidelines* are based on the following guiding principles:

- Emphasize fruits, vegetables and whole grains.
- Minimize the use of processed foods that contain added sugar and sodium.
- Recommend use of healthy cooking techniques, such as baking, roasting, broiling, grilling, poaching, steaming, and stir frying. Recommend no use of deep fryers.
- Serve items in smaller portions if high calorie items are provided (e.g., mini muffins or 2-inch cookies), while still maintaining overall calorie and nutrient requirements.
- Work toward reducing overall sodium content.



More whole grains



More fruits and vegetables



Less fat, sodium and sugar



Implementation plan checklist for agencies and sites

Use this checklist to adopt and implement the *Healthy Nutrition Guidelines*. All needed forms are available at www.doh.wa.gov/choosewell-livewell. Agencies can work towards recognition for implementing the Guidelines (the Choose Well-Live Well Award) at the same time as working towards Washington Wellness' Team WorkWell's Zo 8 Award.

Name of applicant: _____ Position: _____

Contact information (email/phone): _____

Where do you work? _____

How would you describe your worksite? State executive agency Site of state executive agency
 Other agency or organization (voluntary adoption)

Activity	Due date	Alignment with Zo 8 Award
<input type="checkbox"/> Adopt a healthy nutrition policy and send copy to the Department of Health. Include information for your agency or site's point-of-contact	July 1, 2014	Standard 6.1 Gain policy support for wellness programs
<input type="checkbox"/> Communicate policy change to employees	September 1, 2014	Standard 6.4 Inform employees of environmental supports
<input type="checkbox"/> Complete workplace assessments and send to Department of Health (check all that apply) <input type="checkbox"/> Environmental assessment (required for all) <input type="checkbox"/> Cafeteria assessment <input type="checkbox"/> Institutional food service assessment	September 1, 2014	Standard 3.4 Collect data about your organization
<input type="checkbox"/> Implement all applicable guidelines. (check all that apply) <input type="checkbox"/> Vending <input type="checkbox"/> Meetings and Events <input type="checkbox"/> Cafeterias <input type="checkbox"/> Institutions	December 31, 2016	Standard 6.3 Get environmental support for wellness
<input type="checkbox"/> Promote Health Care Authority's Employee Health Assessment (required for state executive agencies)	Annually	Standard 5.2 Promote Health Assessment
<input type="checkbox"/> Complete at least four activities to promote healthy eating in the workplace (list them)	February 1, 2016	Standard 5.1 Choose activities and interventions Standard 5.4 Choose awareness type activities
<input type="checkbox"/> Submit a success story	February 1, 2016	N/A
<input type="checkbox"/> Submit application for recognition with this completed implementation checklist	February 1, 2016	N/A



Implementation plan checklist for vendors

Use this checklist to adopt and implement the *Healthy Nutrition Guidelines*. Submit the completed checklist with your application for recognition and success story to the Department of Health at choosewell-livewell@doh.wa.gov.

Name of applicant: _____ Position: _____

Contact information (email/phone): _____

Where do you work? _____

How would you describe your worksite? State executive agency Site of state executive agency
 Other agency or organization (voluntary adoption)

Guidelines you are implementing	Activity	Submit as you finish
<input type="checkbox"/> Vending	<input type="checkbox"/> Record the number of machines _____ <input type="checkbox"/> Record the number of slots per machine _____	
<input type="checkbox"/> Cafeterias	<input type="checkbox"/> Complete Steps 1–4 of the Implementation Tool for Cafeterias (page C–5) and submit to the Department of Health	
<input type="checkbox"/> Institutions	<input type="checkbox"/> Complete Steps 1–3 of the Implementation Tool for Institutions (page I–4) and submit to the Department of Health	
Required for all Guideline areas	Activity	Due date
	<input type="checkbox"/> Implement the <i>Healthy Nutrition Guidelines</i>	December 31, 2016
	<input type="checkbox"/> Submit a success story	February 1 each year
	<input type="checkbox"/> Submit application for recognition	February 1 each year
	<input type="checkbox"/> Submit this completed implementation checklist	February 1 each year

Submit all forms to the Department of Health at choosewell-livewell@doh.wa.gov





Healthy Nutrition Guidelines for Institutions

Washington State supports healthy living by ensuring state facilities and agencies offer, purchase and serve healthy food and beverages. We are making the healthy choice the easy choice.

These guidelines apply to state agencies that supervise and care for clients and/or provide services and supplies to specific groups. This includes food and beverages provided to clients, inmates and patients by Department of Corrections (DOC) and Department of Social and Health Services (DSHS).

A. Food and Beverage Standards for Mealsⁱ

The U.S. Department of Agriculture's recommended healthy eating pattern from the *Dietary Guidelines for Americans, 2010* (DGA 2010) is the basis for these standards.ⁱⁱ If these standards are met, individual nutrients needs should be met as well.

Food

Fruits

- A minimum of 2 cups of a variety of fruits daily.
- Fresh and frozen fruits, instead of canned. If canned fruit is served, it should be canned in light syrup, unsweetened juice, or water.

Vegetables

- A minimum of 2½ cups of vegetables daily.
- Vegetables that are fresh, frozen with no added sodium, or canned with low or no added sodium.
- A variety of vegetables, especially dark-green, red and orange, and beans and peas.
See *DGA 2010* for details.

Grains

- Approximately 6 oz. of grains daily.
- At least 50% whole grains in each serving.

Protein

- Approximately 5½ oz. of protein daily.
- A variety of lean proteins including meat, poultry, eggs, fish, seafood, beans, peas, nuts, seeds and soy products.

Milk Products

Institutions should offer low-fat (1%) or non-fat milk and milk products daily.ⁱⁱⁱ



Beverages

Offer only beverages from the **Healthiest** and **Healthier** lists.

Healthiest

- Water should be available at all meals. Plain or unsweetened carbonated water (seltzer).
- Non-fat or low-fat (1%) milk and milk products that are unflavored, calcium fortified and less than 102 calories per 8 oz. serving.
 - The *DGA 2010* recommendation is that adults consume 3 cups daily.
- Unsweetened coffee or tea.
- 100% fruit juice, with no added sugars (less than 8 oz. serving for adults).
- 100% vegetable juice; provide low-sodium option (less than 230mg of sodium per serving).

Healthier

- Zero- and low-calorie beverages, less than 25 calories per 8 oz. for beverages other than 100% juice or milk.
- Non-caloric, artificially sweetened beverages (diet).
- Fat-free or 1% flavored milk (less than 22g sugar per 8 oz.).

B. Standards for Scheduled Snacks^{iv}

Overarching Guidelines

- Snacks should contain items from two of the snack categories listed below.
- All items should have 0g trans-fat.
- Water should be available at all snack times.

Milk and Milk Product Beverages

- Non-fat or low-fat (1%) milk and milk products, preferably unsweetened.

Fruit or Vegetable

- 100% fruit juice, with no added sugars (less than 8 oz. serving for adults).
- Fresh and frozen fruits, instead of canned. If canned fruit is served, it should be canned in light syrup, unsweetened juice or water. Examples: apples, bananas, pears, oranges, dried fruit, applesauce with no added sugar, canned fruit in unsweetened juice, light syrup or water.
- Vegetables that are fresh, frozen with no added sodium, or canned with low or no added sodium. Examples: carrot sticks, celery sticks, pepper slices, salads.

Bread or Grain

- Items must contain at least 50% whole grains. Examples: whole wheat pita triangles, whole grain cereal, whole grain crackers, whole grain bread, rice cakes, plain popcorn.

Protein

- A variety of lean proteins including meat, poultry, eggs, fish, seafood, beans, peas, nuts, seeds and soy products. Examples: hummus, bean dip, cottage cheese, low-fat cheese, hard boiled eggs, low-fat or non-fat yogurt, low-sodium tuna, nuts, nut butters, sunflower seeds, turkey slices.



C. Guiding Principles

- Emphasize fruits, vegetables and whole grains.
- Use less processed foods that do not contain added sugar and sodium.
- Use healthy cooking techniques such as baking, roasting, broiling, grilling, poaching, steaming and stir frying.
- Do not use deep fryers.
- Serve high-calorie items in smaller portions, if provided.
- Work toward reducing sodium content.

D. Exceptions for Specific Population Groups

Seniors

Follow the *DGA 2010* recommendations for seniors (populations over 50 years of age).

Patients under Therapeutic Care and Correctional Populations

Follow nutrition requirements consistent with medical guidelines and diets for people under therapeutic care. This includes pregnant women and correctional inmates with special dietary needs.

Food for Disaster or Emergency Response

Food served by agencies for a disaster, crisis or emergency response is not restricted by the *Healthy Nutrition Guidelines*. These stocks intentionally include nutrient dense food products.

Religious/Cultural Diets

Honor religious and cultural diets by using healthier versions of traditional foods when possible.

Additional Agency Exceptions

These *Guidelines* do not apply to the Department of Veterans Affairs. These *Guidelines* do not apply to training programs conducted by the Washington State Patrol and other criminal justice training programs. Excepted programs include training for park rangers and trainings at the Criminal Justice Training Center and the Washington Military Department. The *Guidelines* will allow for additional agency exceptions as requested.

E. Guidelines for Celebratory and Special Occasions

The *Guidelines* do not apply to limited special occasions (once a month). Trips, parties for holidays, and special events are considered special occasions. Agencies should follow the *Healthy Nutrition Guidelines for Meetings and Events* for such occasions.

Department of Social and Health Services' behavior food and beverage rewards system is considered a "special occasion" and is excluded from the *Guidelines*.

ⁱ Based on USDA Dietary Guidelines for Americans, 2010; Food Patterns for a 2,000 calorie diet.

ⁱⁱ USDA Dietary Guidelines for Americans, 2010; pages 43-54.

ⁱⁱⁱ USDA Dietary Guidelines for Americans, 2010 includes soy beverages in the definition of milk and milk products because they are similar to milk both nutritionally and in their use in meals.

^{iv} Based on Massachusetts State Agency Food Standards: Requirements and Regulations.



Implementation tool for institutions

- STEP 1: Communicate food and beverage policy change to employees and custodial populations.**
Include information about exceptions for specific population groups.
- STEP 2: Assess how well your institution meets the *Guidelines* and Guiding Principles.**

Beverages			How to meet the <i>Guidelines</i>
Do you provide water at meals?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Make sure to offer water with all meals. This can be plain or unsweetened carbonated water.
Do you serve unsweetened coffee or tea?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Prepare drinks without adding sugar.
Do you only offer juices that are 100% juice?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Look for 100% juice on the juice label or package. It's also important to make sure there are no added sugars listed in the ingredients.
Do you serve low-sodium vegetable juices?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Look for vegetable juices that have less than 230mg per serving.
Do you serve low or no-calorie sodas and other beverages?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Switch sugar-sweetened beverages to "diet" or "light" versions. Make sure there are less than 25 calories per 8oz. serving.
Do you serve non-fat or 1% milk?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Replace whole and 2% milk with lower fat options.
Fruits			How to meet the <i>Guidelines</i>
Do you avoid fruit canned in heavy syrup?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Switch to fresh, frozen, or fruit canned in light syrup or water.
Do you offer at least 2 cups of fruits every day?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Add more whole fruits to your menu such as apples, bananas and oranges. Serve fruit salad as part of a meal.
Vegetables			How to meet the <i>Guidelines</i>
Do you offer a variety of vegetables?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Try to incorporate different types of vegetables including dark-green, red and orange vegetables. Examples: Spinach, red bell peppers, carrots, peas, beans, broccoli, winter squash.

Do you offer at least 2 ½ cups of vegetables every day?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Add more vegetables to your menu, such as a side salad, steamed vegetable medley, carrots and cucumbers with low-fat ranch dressing or sautéed spinach.
Do you offer vegetables without added sodium?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Serve fresh vegetables whenever possible. Check the nutrition facts of frozen and canned vegetables for sodium content.
Grains		How to meet the Guidelines	
Do you offer whole grain rich breads, crackers, cereals, pastas or rice?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Make sure all items contain at least 50% whole grains. To find out if an item is whole grain rich, look for a whole grain stamp, 100% whole grain or whole grain listed as the first ingredient. Examples: Whole wheat/whole grain breads, whole wheat pasta, brown rice, oats, quinoa, whole wheat couscous, bulgur.
Protein		How to meet the Guidelines	
Do you offer low-fat proteins?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Replace high-fat proteins with lean options including lean beef, chicken or turkey breast, eggs, fish, seafood, beans, peas, nuts, seeds and soy products.
Fat		How to meet the Guidelines	
Are your meals trans-fat free?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Avoid using products while cooking that may contain trans-fats including margarine, oil and sauce mixes. Make sure to check the nutrition facts for baked goods, baking mixes, pudding and snacks for trans-fat content.
How does your institution align with the Guiding Principles?			
Does your institution:			What can help you achieve this
Emphasize fruits, vegetables, and whole grains in your menu planning?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Visit ChooseMyPlate.gov for ideas.
Cook from scratch as much as possible?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Check out the Example Meals in Resources (see pages R-9 and R-10) for ideas!
Use healthy cooking techniques?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Avoid using deep-fryers. Try techniques such as baking, roasting, broiling, grilling, poaching, steaming and stir frying.
Serve high-calorie items in smaller portions?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Cut cakes and brownies into small serving sizes (2 inches square).
Work towards reducing sodium?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	See Why is Sodium an Issue? (page R-5).



- ❑ **STEP 3: Plan for the changes your institution needs to make to meet the *Guidelines*.** Start with the changes that are easiest to make and work towards the more difficult changes. These changes may take some time.

Does your institution meet the <i>Guidelines</i> for:			If "no," what do you need to do to meet the <i>Guidelines</i> ?	What is your goal completion date?
Beverages	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Fruits	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Vegetables	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Grains	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Protein	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Fat	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Does your institution align with the Guiding Principles?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		

- ❑ **STEP 4: Implement the changes in your plan.** Make sure to include everyone who needs to be involved. If you have questions or need technical assistance, remember to contact us at choosewell-livewell@doh.wa.gov!
- ❑ **STEP 5: Congratulations! Your institution meets the *Healthy Nutrition Guidelines*!** Make sure you apply for recognition. You can sustain your work by making sure that all future menu items meet the *Guidelines* when you're menu planning!

Institution success story: Department of Corrections sodium reduction

I started working for the Department of Corrections (DOC) in July of 2009 when the regular men's mainline menu had a daily average sodium content of 3600mg. At that time all 15 prisons in the state were preparing and cooking meals in their kitchens utilizing the standardized statewide menu.

One of the biggest concerns I had at the time was that each prison was able to adjust the ingredients in these recipes. I found out that the main adjustment to recipes was the addition of salt since most of the recipes had minimal to no salt added. That meant on paper our menu only had 3600mg per day of sodium but in reality it was more than likely much higher than that due to the addition of salt to recipes. Over the next couple of years my emphasis was to bring down the sodium to fewer than 3000mg per day.

After reviewing the statewide recipes I eliminated any added sodium and substituted with herbal seasonings whenever appropriate. These initial changes only brought total sodium down to less than 3400mg per day. I was still concerned that the kitchens were continuing to add salt to their recipes and I knew that I'd have to work on reducing foods that had higher sodium content and remove them if possible. Fortunately, during this same time DOC decided to change their paradigm in how they produced meals. DOC decided that our revenue branch – Correctional Industries (CI) would start producing the bulk of the meals served instead of letting each prison's kitchen prepare the menu on site. Now the prison kitchens only have to reheat and serve the meals that CI provides.



At first, I wasn't happy about this paradigm shift because I was concerned that the quality of the food would not be as nutritious as the foods being prepared fresh in each prison's kitchen. However, this change did give me more confidence that meals would be more standardized statewide with less if any recipe adjustments. This process change gave me the opportunity to work with CI in menu development to reduce the sodium content in the recipes that CI produced for the new menu. I also participated in recipe evaluation to guarantee that the food had acceptable taste and quality. The result of my collaborative efforts with CI was the ability to reduce the men's regular mainline menu sodium content level to less than 3000mg per day.

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Resources

Applying for recognition

State executive agencies, worksites and vendors that would like to be recognized for their efforts implementing [Executive Order 13-06: Improving the Health and Productivity of State Employees and Access to Healthy Foods in State Facilities](#), can apply for recognition. Other agencies and organizations who voluntarily adopt and implement the *Guidelines*, may also apply for recognition. All forms required to apply for recognition are available at www.doh.wa.gov/choosewell-livewell. Questions? Contact us at choosewell-livewell@doh.wa.gov.

	Criteria	Recognition
<p>Agency recognition The entire agency based on the level of compliance for all applicable <i>Healthy Nutrition Guidelines</i> in all sites. This applies to:</p> <ul style="list-style-type: none"> State executive agencies that are affected by EO 13-06. Other state agencies that voluntarily adopt the <i>Guidelines</i>. 	<ul style="list-style-type: none"> The agency implements the <i>Guidelines</i> in all applicable areas. The wellness coordinator or other agency representative completes and submits implementation plan checklist. The wellness coordinator or other agency representative applies for recognition by February 1 for work completed in the previous year. 	<ul style="list-style-type: none"> An award signed by Secretary John Wiesman and HCA Director Dorothy Teeter. Announcement of recognition in a press release and posted on the Choose Well–Live Well website. Permission to use recognition logo on website.
<p>Site recognition A smaller site within an agency (off-campus locations, individual state buildings) based on the level of compliance for all applicable <i>Guidelines</i>. This applies to:</p> <ul style="list-style-type: none"> Worksites of state executive agencies that are affected by EO 13-06. Other organizations that voluntarily adopt the <i>Guidelines</i>. 	<ul style="list-style-type: none"> The site implements the <i>Guidelines</i> in applicable areas. The site completes and submits implementation plan checklist. The site applies for recognition by February 1 for work completed in the previous year. 	<ul style="list-style-type: none"> Permission to use recognition logo. Announcement of recognition posted on the Choose Well–Live Well website.
<p>Vendor recognition Individual vendors, operators, food services managers, etc. based on their individual level of compliance.</p>	<ul style="list-style-type: none"> The vendor implements the <i>Guidelines</i> as applicable. The vendor completes and submits the implementation plan checklist. The vendor applies for recognition by February 1 for work completed in the previous year. 	<ul style="list-style-type: none"> Permission to use recognition logo (on menu, vending machines, etc.). Announcement of recognition posted on the Choose Well–Live Well website.



Glossary

- An **entrée** is considered the main part of a meal. Examples include a sandwich, pizza or burger.
- **Healthier options** are fruits, non-fried vegetables, lean proteins, whole grain rich grains (excluding sweet baked goods), zero- or low-calorie beverages, water, or low-fat or fat-free milk.
- **Large food service venues** offer a large menu of options that are made in-house, such as hot entrées, grill items, salad bars, bakery items, deli stations, etc. A full-service cafeteria or conventional food service operation is an example.
- **Lean meats** are seafood or game meat products that contain less than 10g total fat, 4.5g or less saturated fat, and less than 95mg cholesterol per RACC (reference amount customarily consumed) per 100g.
- **Lower sodium** is 360mg of sodium or less per snack item, 480mg of sodium or less per individual food item as served, or 900mg of sodium or less per meal.
- A **meal** is a more complete offering intended for breakfast, lunch, or dinner that includes two or more items from recommended food groups served in combination. For example, a meal may include a lean meat, vegetable, fruit and whole grain bread.
- **Medium food service venues** 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
- **No added sugars** – FDA-recognized examples include: agave syrup, anhydrous dextrose, brown sugar, brown sugar syrup, confectioner's powdered sugar, corn syrup, corn syrup solids, dextrin, dextrose, evaporated cane choice, fructose, high-fructose corn syrup (HFCS), honey, invert sugar, lactose, malt syrup, maltose, maple syrup, molasses, nectars (peach nectar, pear nectar), pancake syrup, raw sugar, sucrose, sugar, white granulated sugar.

Added sugars not recognized by the FDA include: cane juice, crystal dextrose, evaporated corn sweetener, fruit-juice concentrate, fruit nectar, glucose, liquid fructose, sugar cane juice.
- **Small food service venues** 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.
- **Sugar-sweetened beverages** include sodas, fruit drinks, sport drinks, iced teas and coffee drinks that contain added caloric sweeteners. These do not include low-fat or fat-free milk.
- **Whole grain rich** foods have at least 50% of the grain ingredients as whole grain. This can be determined by the product listing a whole grain as the first ingredient, from the manufacturer, or if the product has a whole grain stamp. Brown rice, whole grain rolls, corn tortillas, whole grain pasta, oatmeal or whole grain cereal are examples. Items which bear a whole grain stamp are whole grain rich.
- **Zero- or low-calorie beverages** include water and other beverages with no more than 25 calories per cup or container as offered for sale.

Why is sodium an issue?

The average American eats too much sodium. Eating too much sodium raises blood pressure. High blood pressure can lead to heart disease and stroke, which are the nation's first and third leading causes of death. Ninety percent of the sodium we eat is in the form of salt. More than 75% of this sodium comes from pre-packaged foods and restaurant meals.

The *Dietary Guidelines for Americans 2010* recommend that people consume no more than 2300mg of sodium a day – about 1 teaspoon of salt. People with high blood pressure, diabetes, or kidney disease, people 51 or older or African Americans of any age, should consume no more than 1500mg of sodium a day – about 2/3 teaspoon of salt.

All of the *Healthy Nutrition Guidelines* include a lower sodium component. This section includes some additional information and tips to reduce sodium.



Stay away from the salt shaker

Surprisingly salty

Dairy products

- Choose cheeses with less than 200mg of sodium per serving.

Cold breakfast cereals and instant hot cereal

- Choose cereals with 200mg or less of sodium per serving.

Bread

- Choose breads with 200mg sodium or less per slice and consider eating or serving half sandwiches. Don't eat or serve bread with other high-sodium foods.

Condiments

- Choose condiments in portion-controlled containers, with no more than 75mg sodium per serving.



Start with fresh, whole foods

General tips for reducing sodium

- Avoid processed products whenever possible. If this is not an option, read labels to find the lowest sodium versions.
- Select whole foods, such as fruits, vegetables, lower-sodium dairy products, whole grains, dry and fresh beans and peas, unsalted nuts, eggs, and minimally processed meats whenever possible.
- Avoid pickled and brined foods, and read labels to limit portions when offering olives.
- Let your manufacturers and suppliers know that you are interested in lower sodium products.



Make low-sodium dressings

Tips for delicious and healthy low-sodium cooking

- When making salad dressings, soups, sauces or marinades, use no more than 3/4 teaspoon of salt or 2 tablespoons of soy sauce in every 10-portion batch.
 - Try using intensely flavored herbs, spices, low-sodium liquids, and salt-free seasonings, such as vinegar, lemon juice, wine and fruit juices.
 - Drain the liquid from and rinse canned foods.
 - Use oil or unsalted butter instead of salted butter when possible.
- Be aware that baking soda, baking powder, monosodium glutamate (MSG), disodium phosphate, sodium alginate, sodium nitrate and nitrite all contain sodium.
 - Roasted, grilled, broiled, baked, poached or steamed meats and fish are much lower in sodium than salted, cured, deli or smoked meats and fish.
 - Make sauces, dressings, soups and condiments from scratch if possible, and serve dressings, sauces, and condiments on the side.
 - Be creative by adding low-sodium whole foods to processed products. For example, add diced fresh tomatoes or canned tomatoes with no salt added to canned tomato sauce or dilute low-sodium soy sauce with vinegar at a 1:1 ratio.

Tips for choosing low-sodium options

- Choose packaged products with no more than 10% of daily value of sodium per serving listed on their food label.
- Choose fresh vegetables rather than canned. If purchasing frozen vegetables, read the label to make sure they do not contain salt.
- Ask your caterer to prepare soups, salad dressings, dips, and meat marinades from scratch to control sodium content.
- Choose lower sodium dairy products in 1-ounce serving sizes, and freshly roasted and cooked meats and fish rather than salted, cured, deli or smoked meats and fish.

Resources

- For tips on reading labels, visit the U.S. Food and Drug Administration – www.fda.gov – and search for “nutrition labeling.”
- For more information on sodium, visit the American Heart Association – www.heart.org – and search for “salt habit.”
- For more strategies to reduce salt in your menu, visit Nation's Restaurant News – www.nrn.com – and search for “low-sodium recipes.”

Recommended foods and beverages

Beverages	Recommended	Not Recommended
Coffee	Served with non-fat (skim) or low-fat (1%) milk	Served with half and half
Juice drinks	100% fruit or vegetable juice	Fruit or vegetable drinks (including full-sodium tomato juice) and "ades"
Milk	Non-fat or low-fat (1%) milk, enriched low-fat soy	Reduced-fat (2%) or whole milk
Soft drinks	Diet soft drinks or reduced calorie sports drinks	Full calorie soda, sports drinks
Tea	Unsweetened iced tea with lemon slices or hot tea	Sweetened iced tea
Water	Provide as an option at every meal	Flavored waters with more than 5g of sugar per serving
Foods	Recommended	Not Recommended
Bagel	2½" – 3½" size or cut in half; whole wheat, whole grain, rye or pumpernickel	Greater than 3½"; "salt" bagels
Baked goods	Small slices of quick bread (pumpkin, oatmeal, banana); lower fat, lower sugar granola bars or small muffins; whole grain pancakes less than 4" made from scratch; no trans-fats or partially hydrogenated oils	Doughnuts, sweet rolls, pastries, large muffins
Bread	Whole wheat, good source of fiber, whole grain, rye or pumpernickel; 200mg or less of sodium per slice	White, "wheat"
Cereal	Whole grain, good source of fiber, lightly sweetened or unsweetened cereal (low-fat granola, oatmeal), non-instant oatmeal; less than 200mg sodium per serving	Highly sweetened, low fiber, instant oatmeal
Cheese	Low- or reduced-fat cheeses (part skim mozzarella, skim ricotta, reduced calorie Cheddar); low-sodium cheeses (American, Colby, Cheddar, Swiss, other products labeled "low-sodium")	Large slices or cubes, processed cheese unless labeled "low-sodium," higher sodium cheeses such as bleu, Roquefort, Edam, feta, Gorgonzola, Romano, Parmesan, Provolone
Chips	Baked chips, pretzels, whole grain chips	Full-fat chips
Condiments	Ketchup, mustard or low-fat mayonnaise, low-sodium soy sauce in 1 tsp portions, lemon juice, vinegar, homemade salsa, guacamole, no or low-sodium seasoned salts	Regular soy sauce, tartar sauce, teriyaki sauce, steak sauce, full-sodium seasoned salts, barbecue sauce
Crackers	Low- or reduced-fat, whole grain, brown rice, whole wheat; sodium below 150mg per serving	Full-fat, not labeled "whole grain;" sodium above 150mg per serving
Desserts	Lower fat, lower calorie desserts (fresh fruit, low-fat ice cream, low-fat frozen yogurt, sherbet, sorbet, yogurt parfait with fruit and low-fat granola); small slices (2") low-fat cake (angel food cake with fruit and light whipped cream)	High-fat, high-calorie desserts (ice cream, cheese cake, pie, cream puffs, large slices of cake)
Dips	Salsa, low-fat cottage cheese, hummus, reduced- or low-fat salad dressing, dips from low-fat mayonnaise, low-fat sour cream, reduced-fat cream cheese	Dips made from mayonnaise, full-fat sour cream, cream cheese, cream sauce
English muffin	Whole wheat English muffin	White English muffin
Fruit	Fresh, dried, canned in juice, frozen	Sweetened, canned in syrup

Foods	Recommended	Not Recommended
Meatballs	Made with lean meat or turkey, served in broth or vegetable based sauce	Made with high-fat meat, served in gravy or high-fat, high-sodium sauces
Meat	Healthy cooking methods (grilled, broiled, baked, poached, steamed, roasted), lean meats (poultry without skin, fish, lean beef)	Unhealthy cooking methods (fried, cured, smoked, brined), high-fat meats (poultry with skin, bacon, sausage, high-fat cold cuts)
Pasta salad	Whole wheat pasta made with reduced- or low-fat mayonnaise or mayonnaise cut with sour cream, low-sodium oil and vinegar based dressing, freshly made dressing	Made with mayonnaise or a cream based dressing, with high-sodium and commercially prepared dressings unless "low-sodium"
Pizza	Made with thin, whole wheat crust, topped with tomato sauce, thin layer of part skim mozzarella cheese, and vegetables, 450mg of sodium or less per serving	Made with thick crust, with high-fat cheese, pepperoni, Italian sausage or other high-fat meats, more than 450mg of sodium per serving
Popcorn	Reduced- or low-fat or "lite"	Buttered, salted
Potatoes	Baked and served with low-fat sour cream and vegetable toppings	Baked and served with butter, sour cream, bacon bits
Rolls	Whole grain rolls; 200mg of sodium or less per roll	Croissants, white rolls
Salad dressing	Served on the side, low-fat or fat-free, freshly made with low-sodium ingredients, oil and vinegar	Full-fat and high-sodium served on the salad
Salad toppings (non-dressing)	Fresh fruits and vegetables, dried fruits, unsalted nuts and seeds, hardboiled eggs, low-sodium or rinsed beans, canned fruit in juice, canned vegetables with lower sodium, cooked vegetables	Bacon bits, pre-prepared croutons, cheese containing more than 200mg of sodium per 1 oz serving (see "cheese" for recommendations)
Sandwich bread	Good source of fiber, whole wheat, whole grain, rye or pumpernickel; 200mg or less of sodium per slice	Croissants, white bread, wheat bread that does not say "whole wheat"
Sauces	Homemade, cut high-sodium sauces with fresh and low-sodium products; sodium lower than 200mg per serving	Cream-based; sodium greater than 200mg per serving
Seafood	Healthy cooking methods (broiled, grilled, steamed, baked, poached), served with reduced- or low-fat and low-sodium cocktail sauce in 1 tsp servings, fish packed in water, canned fish with 290mg of sodium or less per serving	Unhealthy cooking methods (deep fried, brined), served in high-fat, high-sodium sauces, fish packed in oil
Soups	Made with lower sodium broth, lower sodium boullion cubes, vegetable puree or skim milk, vegetables and meat	Made with cream or half and half, only meat; sodium exceeds 300mg per serving
Spreads	No trans-fats, light margarine, reduced- or low-fat cream cheese, spreadable fruit, jam, nut butters	Butter, cream cheese, spreadable cheese
Sweets	Fresh fruit with low-fat yogurt dip, small cookies, half or small muffins, small hard candies or dark chocolate	Large cookies, muffins
Vegetables (cooked)	Healthy cooking methods (steamed, grilled, baked), marinated in oil, vinegar and spices	Unhealthy cooking methods (fried, heavily salted), served in cream sauce or butter
Vegetables (uncooked)	Fresh cut and served with low-fat, lower sodium dressing, salsa, or hummus, canned with no salt added	Served with high-fat and high-sodium dip, canned with salt
Yogurt	Light yogurt (low-fat or low-calorie), plain unsweetened with fruit and sweetener on the side	Full-fat, high-calorie



Sample meals that meet the Guidelines

Prepare recipes with less sodium, and choose pre-made products with no or low-sodium content.

Breakfast

- **Low-fat breakfast burrito bar:** Whole wheat flour or corn tortillas (low-fat), scrambled eggs, sautéed onions and peppers, fresh tomatoes, homemade salsa. Serve with fresh fruit tray.
- **Oatmeal bar:** Oatmeal with cinnamon, skim milk, raisins, almonds. Serve with assorted seasonal fruits.
- **Frittata:** Mushroom and spinach frittata. Serve with whole grain English muffin with jam and unsalted butter or trans-fat free margarine on the side, fresh cantaloupe wedge with purple grapes.

Light Refreshments

- Fresh fruit skewers or tray with low-fat yogurt dip.
- Raw vegetables with hummus dip and low-fat ranch.
- Individually packaged servings of baby carrots.
- Light popcorn and unsalted nuts.
- Low-fat granola bars and fresh fruit.
- Whole grain English muffins with peanut butter, low-fat cream cheese or hummus. Serve with whole fresh fruit or vegetables.
- Unsalted almonds with dried cranberries or raisins.
- Fresh pear slices with mozzarella and Swiss cheese slices.
- Trail mix made of dried fruit, roasted unsalted nuts and seeds.
- Parfait made with low-fat granola, low-fat yogurt and fruit slices.
- Quick bread (banana, pumpkin) in small slices. Serve with fruit spread, margarine (no trans-fats), hardboiled egg or whole fresh fruit.
- Fruit for dessert.

Lunch and Dinner

Boxed lunch examples

- **Chicken taco salad:** Grilled skinless chicken breast, lettuce, tomato, bell pepper, onion, homemade salsa, smashed avocado, low-fat sour cream. Serve with baked tortilla chips, fresh fruit, small cookie.
- **Boxed salad:** Leaf lettuce, sliced tomato, hardboiled egg, fresh raspberries, kidney and garbanzo beans, chopped spinach, diced red onion, shredded carrots, sliced mushrooms, roasted beets and sliced cucumber with low-fat dressing on the side. Serve with fresh fruit, whole grain roll, and unsalted almonds and sunflower seeds.
- **Grilled or roasted chicken sandwich:** Whole wheat or rye bread, lean roasted or grilled chicken breast, lettuce, tomato, avocado slices, mustard and low-fat mayonnaise on the side. Serve with baby carrots and fresh fruit.



Vegetarian wrap



- **Roasted vegetable and mozzarella wrap (vegetarian):** Marinated, roasted and chilled eggplant, red and yellow peppers, red onion, zucchini with part skim mozzarella cheese in a whole wheat wrap. Serve with unsalted nuts, cookie, whole fruit.
- **Hummus and pita (vegetarian):** Garbanzo bean spread, mozzarella cheese, tomato, onions, smashed avocado, lettuce on whole wheat pita bread. Serve with small salad, light salad dressing, whole fruit, small cookie.
- **Roasted vegetable wrap (vegetarian and vegan):** Marinated and roasted eggplant, red and yellow pepper, red onion, zucchini in a whole wheat wrap. Serve with unsalted nuts, dark chocolate square, whole fruit.

Buffet lunch and dinner examples

- **Deconstructed burrito bar:** Grilled skinless chicken or lean pulled pork with vegetarian black beans, sautéed onions and peppers, steamed corn, low-fat cheddar cheese, brown rice, homemade salsa, smashed avocado, tomatoes, leaf lettuce. Serve with side salad with low-fat dressing, sorbet with berries.
- **Meat and potatoes buffet:** Baked or grilled fish, skinless chicken, beef, or pork (3–5 oz. portion) of with choice of oven-baked herbed potatoes or herbed wild rice, steamed mixed vegetables. Serve with green salad with low-fat dressing on the side, baked apples with vanilla low-fat frozen yogurt.
- **Pasta bar:** Whole wheat pasta with marinara sauce, sautéed vegetables, grilled skinless chicken. Serve with spinach salad with dried cranberries and chickpeas, low-fat dressing on the side, angel food cake with berries.
- **Potato bar:** Baked potatoes with low-fat sour cream, broccoli, low-fat cheddar cheese, green onions. Serve with choice of turkey chili or vegetarian chili, green salad with low-fat dressing on the side, low-fat fruit crisp.
- **Soup and salad buffet:** Leaf lettuce, tomatoes, mushrooms, roasted beets, unsalted nuts and seeds, sliced red onions, baby spinach, garbanzo beans, hardboiled egg slices, fresh fruit. Serve with soups made with broth or skim milk (not cream) and low-fat yogurt parfait.
- **Stir-fry:** Choice of skinless chicken breast or tofu with stir-fried vegetables, steamed brown rice, cabbage salad with low-fat dressing. Serve with fresh fruit, fortune cookie.

Plated lunch and dinner examples

- **Baked salmon fillet:** Fillet of salmon with lemon dill sauce. Serve with baby green salad with choice of low-fat dressings on table, smashed red potatoes, steamed vegetables and low-fat chocolate pudding with berries.
- **Red beans and rice:** Spiced red beans and brown rice with smashed avocado, sautéed seasonal vegetables. Serve with seasonal fruit and citrus sorbet.
- **Pineapple chicken:** Skinless chicken breast (3–5 oz. portion) in pineapple, garlic, celery seed, and tarragon marinade, whole grain pasta with sautéed vegetables, garden salad with oil-and-vinegar dressing. Serve with sorbet and fresh seasonal fruit.
- **Portobello mushroom entrée (vegetarian and vegan):** Marinated and grilled Portobello mushroom filled with polenta, grilled vegetables and fresh herbs. Serve with roasted mushroom tomato ragout, fresh fruit.
- **Grilled tempeh and pasta entrée (vegetarian and vegan):** Grilled fermented soy bean cake with sautéed zucchini and vegetables in a light tomato sauce served over pasta. Serve with fresh fruit.

Special dietary needs

Vegetarian diet: Free of meat and meat products

Avoid serving meat products

- Beef, chicken, pork, other meats
- Seafood
- Broth made from animal stock

Meat replacements for the vegetarian diet

- Dry beans such as kidney, black, garbanzo, lentils
- Soy products such as tempeh and tofu
- Nuts and seeds
- Low-sodium broth made from vegetable stock
- Low-sodium dairy products
- Eggs

Vegan diet: Free of animal products

Avoid serving animal products

- Beef, chicken, pork, other meats
- Seafood
- Dairy products
- Eggs
- Honey
- Animal gelatin
- Broth made from animal stock

Meat replacements for the vegan diet

- Beans such as kidney, black, garbanzo, lentils
- Soy products such as tempeh and tofu
- Unsalted nuts and seeds
- Low-sodium broth made from vegetable stock

Dairy-free diet: Free of dairy foods or foods derived from dairy products

Avoid sources of dairy

- Milk in any form
- Cheese in any form
- Cottage cheese, cream cheese, sour cream
- Yogurt, frozen yogurt, sherbet
- Ice cream and ice milk
- Half and half, whipping cream, coffee cream
- Pudding, custard
- Butter, including artificial butter flavor
- Ghee
- Margarine (unless labeled "dairy free" or Kosher)
- Casein and caseinates
- Whey
- Rennet
- Lactose and lactulose
- Lactalbumin and lactoglobulin
- Curd



Baked kale chips as a snack



Dry beans as an ingredient



Non-dairy fruit smoothie

Replacements for dairy products

- Low-sodium soy cheese
- Soy products, such as tempeh and tofu
- Soy, rice, lactose-free milk
- Low-sodium broth made from meat vegetable stock or tomatoes
- Vegan margarine

Gluten-free diet: Free of foods derived from gluten-containing cereals

Avoid sources of gluten

- Barley
- Beer
- Bran
- Brewer's yeast
- Coloring
- Couscous
- Fillers
- Flavorings
- Flour (wheat)
- Graham flour
- Hydrolyzed plant protein
- Hydrolyzed vegetable protein
- Kamut
- Malt
- Matzo
- Mono- and diglycerides
- Monosodium glutamate (MSG)
- Pasta
- Rye
- Seitan
- Semolina
- Soy Sauce
- Spelt
- Spices
- Sprouted wheat or barley
- Teriyaki sauce
- Textured vegetable protein
- Triticale
- Udon
- Wheat

Gluten free menu examples

- Stir fry entrée with rice
- Pasta entrée with rice noodles or gluten free noodles
- Burrito, taco, or quesadilla with corn tortilla
- Breakfast items: eggs, omelets, gluten-free pancakes, gluten-free waffles



Vegetarian taco



Tofu stir fry



Scrambled eggs with herbs

Take cultural food needs into account

- Serve foods that are culturally appropriate.
- Serve pork products separately from other food products.
- Serve meat products on a separate dish from non-meat products.
- Provide a vegetarian entrée option at meals.

Purchasing Washington-grown products

The Washington State Department of Agriculture's (WSDA) farm-to-school program assists schools and other agencies/institutions looking to purchase and serve Washington-grown products. Their website, www.wafarmtoschool.org, is a great resource for purchasing locally. The website includes:

- Sourcing Local Food for Institutional Meal Programs. This webpage has information about the Farm-to-Prison pilot program and distribution models for local food.
- A School's Guide to Purchasing Washington-Grown Food. This guide includes seasonality charts for Washington-Grown Produce (pages 59 – 62).
- Washington Grown Food Kit. This webpage includes general information about locally-grown foods, recipes, sample menus and nutrition facts. The Food Kit is an evolving and growing resource.



Washington state apricots

For additional assistance, please contact Tricia Kovacs at 206-256-6150 or tkovacs@agr.wa.gov. Tricia can answer any questions specific to your food purchasing situation.



Washington state low-fat dairy products



Washington state organic farmer

Additional resources for implementing the Healthy Nutrition Guidelines

The Center for Disease Control and Prevention's (CDC) [Improving the Food Environment Through Nutrition Standards: A Guide for Government Procurement](#)

CSPI's [Reasons to Offer Healthier Options at Public Facilities](#) Fact Sheet

CSPI's [Tips for Successfully Implementing Healthy Food Guidelines](#) Fact Sheet

Healthy and Human Services General Services Administration's [Health and Sustainability Guidelines for Federal Concessions and Vending Operations](#)

United States Department of Agriculture's [Dietary Guidelines for Americans, 2010](#)

Additional resources can be found on CSPI's [Healthier Food Choices for Public Places](#) page

