



SOUTH DAKOTA
HEALTHY
VENDING *&* **SNACK BAR**
..... *Toolkit*

The tools to create a supportive environment for overall healthy living by offering **HEALTHY FOOD** and **DRINK** options in vending machines and snack bars.

Grant Period: July 1, 2015–June 30, 2016

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HEALTHY VENDING AND SNACK BAR MODEL POLICY

_____ has a commitment to provide an environment that encourages healthy eating habits among its employees and clients. The following policy has been developed to incorporate healthier food and drink options in all vending machines and snack bars at all _____ locations.

BUSINESS NAME

BUSINESS NAME

The intent of this policy is to inform employees about what they are eating and which choices are healthier. It is designed to make healthy choices more accessible, more appealing, and more affordable. It is not designed to restrict choices.

_____ will provide employees with a variety of healthy food and drink options by categorizing them as **GREEN**, **YELLOW**, and **RED** based on the standards outlined in the South Dakota Healthy Vending and Snack Bar Policy Implementation Guide.

BUSINESS NAME

GREEN foods/drinks are the healthiest option and can be enjoyed often.

YELLOW foods/drinks have added sugar, fat, and calories and should be eaten occasionally.

RED foods/drinks are the highest in sugar, fat, and calories and the least healthy. These foods should be eaten sparingly.

All food and drink items will have the calorie content visible at the point of purchase. This includes food and drinks in each of the color-coded categories. A sign must be provided next to each item or in a visible location in close proximity to each food or drink disclosing the calorie content. If the package contains more than one serving the workplace has the choice to disclose the calories per serving including the number of total servings per package or calories per item.



PICK THE
RIGHT SNACKS
& **COLOR YOURSELF**
healthy

When choosing snacks from vending machines and snack bars, follow the Munch Code! Choose mostly **GREEN** snack items, some from the **YELLOW** category and very few from the **RED**. Easy!

MUNCH CODE!
Colors to *live* by.

MunchCode.org

Illustration details: A green apple character with a face, arms, and legs, holding a bunch of fruit. A red apple character with a face, arms, and legs, holding a single fruit. A yellow apple character with a face, arms, and legs, holding a single fruit. Text bubbles around the apples: 'Have a BUNCH!', 'JUST A LITTLE!', 'Less calories from saturated fat', 'Less Sodium', 'Less calories', 'Less added fat', 'Fruit is 100% real fruit juice'.

POLICY IMPLEMENTATION GUIDE

Rationale

The South Dakota Department of Health developed the Healthy Vending and Snack Bar Policy Implementation Guide to provide businesses with guidelines for incorporating healthier food and drink options in vending machines and snack bars at their workplaces. This guide serves two purposes:

1. Inform employees about what they are eating and which choices are healthier.⁽¹⁾
2. Increase choice, not restrict choice. The policy is designed to make healthy choices more accessible, more appealing, and more affordable. It is not designed to restrict choices.⁽¹⁾

Employers all across the country are working to create healthy work environments. Worksites have the opportunity to encourage healthy eating habits and help prevent health problems such as diabetes, depression, and heart disease.^(1,11) The consequences of poor nutrition and obesity in the United States not only lowers the quality of life for individuals, but also reduces productivity and increases the cost of doing business.⁽⁸⁾

The federal government has set an outstanding example by making healthy food and drink choices a priority in federal facilities. The U.S. Department of Health and Human Services (HHS) worked collaboratively with the General Service Administration (GSA) to create *The Health and Sustainability Guidelines for Federal Concessions and Vending Operations*.⁽⁴⁾ The South Dakota Healthy Vending and Snack Bar Policy Implementation Guide was developed primarily from the HHS GSA guidelines, South Dakota Healthy Concessions Policy, and the Nutritional Environment Measures Survey for Vending.^(4,5,9)

Guidelines

This guide encourages the adoption of a color coded approach to choosing healthier items to offer in vending machines and snack bars at your worksite. Rather than an 'all or nothing' approach, these guidelines categorize food and drinks as **GREEN**, **YELLOW**, or **RED**.

GREEN foods/drinks are the healthiest option and can be enjoyed often.

YELLOW foods/drinks may have added sodium and calories and should be eaten occasionally.

RED foods/drinks are the highest in sodium, sugar, fat, and calories and the least healthy. These foods should be eaten sparingly.

The guidelines have three main priorities: (2, 3, 4, 5, 9, 13)

1. Establish clear guidelines for what constitutes **GREEN**, **YELLOW**, and **RED** foods based on trans-fat, sodium, calories, calories from saturated fat, and sugar.
2. Establish clear guidelines for **GREEN**, **YELLOW**, and **RED** drinks based on calories per serving, fat content, addition of caloric sweeteners, and sodium content.
3. Align with FDA (Food and Drug Administration) regulation to make the calorie content of ALL items visible at the point of purchase. This includes both food and drinks. A sign must be provided next to each item or in a visible location in close proximity to each food or drink disclosing the calorie content. If the package contains more than one serving the workplace has the choice to disclose the calories per serving including the number of total servings per package or calories per item.

FOOD STANDARDS

GREEN FOOD STANDARDS

Foods must meet **ONE** of the core criteria:

- 2%, 1%, or fat-free dairy
- Whole, frozen, or dried fruits (including unsweetened applesauce and fruit cups packed in 100% juice or water)
- Whole or frozen vegetables
- Whole grain products (first ingredient is a whole grain)
- Plain nuts or seeds (can be flavored)

Foods must **ALSO** meet **ALL** of the following:

- 200 calories or less per item*
- 230 mg of sodium or less per serving
- Zero trans fat (0.5 grams or less per serving)
- Total calories from saturated fat: 10% or less*
- Calories from sugar: 35% or less of total weight**

YELLOW FOOD STANDARDS

Foods do **NOT** need to meet one of the core criteria, but must meet **ALL** of the following:

- 250 calories or less per item*
- 480 mg of sodium or less per serving
- Zero trans fat (0.5 grams or less per serving)
- Total calories from saturated fat: 10% or less*
- Calories from sugar: 35% or less of total weight**

RED FOOD STANDARDS

- Do not meet green or yellow standards

*excluding nuts and seeds without added fats or oils

**excluding fruits or vegetables without added caloric sweeteners

Suggested Long Term Goal based on Federal Food Vending Standards (HHS/GSA Standards):

At least 25% of foods will meet all of the green standards and 100% of foods will meet the green trans fat and sodium requirements.

- Zero trans fat (less than or equal to 0.5 grams per serving)
- Snack items contain 230 mg of sodium or less per serving

PICK THE
RIGHT SNACKS
& **COLOR YOURSELF**
healthy

When choosing snacks, follow the **Munch Code Vending** and Snack Bar food and drink standards. Choose mostly **GREEN** items, some from the **YELLOW** group, and very few from the **RED**. The standards are divided into color codes based on their nutrition profiles.

GREEN items meet or exceed the guidelines.* They can be enjoyed often and provide healthful portions of dairy, whole grains, protein, fruits, and vegetables.

YELLOW items meet the guidelines*, with the exception of sodium and calories. They should be consumed occasionally.

RED items are the least healthy and fall outside the guidelines.* They should be consumed sparingly.

*Health and Sustainability Guidelines for Federal Contractors and Vending Operators

MUNCH CODE!

Colors to *live* by.

MunchCode.org

DRINK STANDARDS

GREEN DRINK STANDARDS

- Water without flavoring, additives, or carbonation
- 2%, 1%, or fat-free unflavored milk, including lactose-free and soy drinks
- 12 oz. or less of 100% fruit or vegetable juice with no added caloric sweeteners and 230 mg of sodium or less per serving
- Decaffeinated and unsweetened coffee and tea (including herbal tea)

YELLOW DRINK STANDARDS

- More than 12 oz. of 100% fruit or vegetable juice
- 2%, 1%, or fat-free flavored milk
- Diet soda
- Any other sweetened drink with 40 calories or less per 8 oz. (i.e. sports drinks, flavored water, sweetened tea, etc.)

RED DRINK STANDARDS

- Regular soda and sports drinks
- Whole milk
- Fruit/juice drinks that are not 100% juice
- Any other drinks that do not meet the green or yellow standards

Suggested Long Term Goal based on Federal Beverage Vending Standards (HHS/GSA Standards):

At least 50% of all drinks will be low calorie drinks (40 calories or less per serving), excluding 100% juice and unsweetened milk.

Guide for Calculating Nutrition Standards

Percent calories from saturated fat:

1. Multiply the grams of saturated fat by 9
(there are 9 calories per gram of fat)

$$\begin{array}{r} 1 \text{ gram saturated fat} \\ \times 9 \text{ calories per gram} \\ \hline 9 \text{ calories from saturated fat} \end{array}$$
2. Divide the # of calories from saturated fat by the # of total calories

$$\begin{array}{r} 9 \text{ calories from saturated fat} \\ \div 230 \text{ total calories} \\ \hline 0.039 \end{array}$$
3. Multiply by 100 to equal the % calories from saturated fat

$$0.039 \times 100 = 3.9\% \text{ calories from saturated fat}$$

Percent sugar by weight:

1. Divide the # of grams of sugar by the total grams
(total grams is listed in parenthesis after the serving size)

$$1 \div 55 = 0.018$$
2. Multiply by 100 to equal the % sugar by weight

$$0.018 \times 100 = 1.81\% \text{ sugar by weight}$$

Nutrition Facts

Serving Size 2/3 cup (55g)

Servings Per Container About 8

Amount Per Serving	As Served
Calories 230	Calories from Fat 40g
% Daily Value*	
Total Fat 8g	12%
Saturated Fat 1g	5%
<i>Trans Fat 0g</i>	
Cholesterol 0mg	0%
Sodium 160mg	7%
Total Carbohydrate 37g	12%
<i>Dietary Fiber 4g</i>	16%
Sugars 1g	
Protein 3g	

IMPLEMENTATION

Businesses may face certain barriers that affect their ability to offer healthier food and drink items, such as difficulty negotiating with vendors to include healthy items or limited sales of healthy items. Consider the following strategies to overcome these barriers:

- Negotiating with vendors: ⁽⁹⁾
 - Vocalize the desire for healthy food and drink options to be added to the vending machine and snack bar.
 - Provide a copy of this guide to show the **GREEN**, **YELLOW**, and **RED** nutrition standards.
 - State the number of **GREEN**, **YELLOW**, and **RED** items that are to be made available in each site. Sales may start out slow for healthier options, but will increase over time.
 - Discuss ways to label the items as **GREEN**, **YELLOW**, and **RED**.
 - Discuss ways to make the calorie content of ALL items visible at the point of purchase.
 - Discuss product placement and prices. Suggest reducing the cost of healthy food options and discuss any profitability concerns the vendor may have.
- Enhancing sales of healthier items: ⁽⁶⁾
 - **Pricing:** Pricing strategies can be used to promote healthier foods and drinks. Have a meeting with the vendors to talk about ways to keep prices for healthier items such as bottled water and fruit equal to or less than the price of soda or candy.
 - **Point of Purchase Information:** Identify healthier options versus less healthy items through signage and promotional materials. Develop signs to be placed near the vending machine, hang posters throughout the building, or place table tents in your cafeteria or break room.
 - **Product Placement and Attractiveness:** Place your **GREEN** and **YELLOW** items at eye level and along the right hand column of the vending machine.⁽⁷⁾
 - **Taste Testing:** Have the worksite wellness committee conduct a taste test of some of the **GREEN** and **YELLOW** food and drink options that could be purchased through your vendor. This will help to determine which items have the best sales potential.

COMPLIANCE

There are many interpretations when classifying food and drinks as healthy or less healthy. This tool is a **guide** to assist businesses in implementing a policy that will fit their business and benefit their employees. A worksite wellness committee may be the perfect group to ensure these guidelines will remain a priority.

CONCLUSION

A first great step in creating a healthy nutrition environment for all employees is to utilize the implementation guide in its entirety or choose to adapt the guidelines to meet the needs of the worksite.

HOW TO USE THIS TOOLKIT

This toolkit has been formatted as an editable PDF. It is best viewed in Adobe Reader, which is available to download for free at get.adobe.com/reader. Although many web browsers (Internet Explorer, Chrome, Firefox, etc.) have built in PDF-viewers, **it is recommended that this file be downloaded to your hard drive or portable media device (USB/jump drive) and opened with Adobe Reader for full editability.**

Throughout this document you will find tables with fillable fields for your use and convenience. For helpful form field usage tips, hover your cursor over the field for a moment and a tooltip will pop up:

1	2	3	4	5	6	7	8	9	10	11
12	13	14	15	16	17	18	19	20	21	22
23	24	25	26	27	28	29	30	31	32	33
34	35	36	37	38	39	40	41	42	43	44
45	46	47	48	49	50	51	52	53	54	55

Click to cycle through to select black fill, "X", "G/M" or "E."

SNACKS

Insert Bill Here



There are also sample letters, surveys, and other text that you may find helpful as you work to create a healthier vending and snacking environment. Look for the **"copy & paste"** icon and feel free to transfer to your letterhead or business documents.

DEFINITION OF TERMS

- **Calories:** A unit of measurement representing the amount of energy food and drinks provide when eaten to fuel our body
- **Packaged Food Choices:** Includes any processed, pre-packaged foods
- **Whole Grain:** Contains 100% of the original kernel. All of the bran, germ, and endosperm must be present to qualify as a whole grain. Tip: Look for the word “whole”. Examples: ⁽¹²⁾

- | | | |
|-------------------------------|----------------|------------------------------|
| • Whole wheat | • Wheatberries | • Rye |
| • Whole corn | • Amaranth | • Sorghum (also called milo) |
| • Whole oats | • Barley | • Teff |
| • Whole grain [name of grain] | • Buckwheat | • Triticale |
| • Brown Rice | • Millet | |
| • Wild Rice | • Quinoa | |

- **Fat-Free Milk (Skim):** Non-fat milk with 0-0.5% fat by weight
- **1% Milk:** Low-fat milk with 1% fat by weight
- **2% Milk:** Reduced-fat milk with 2% fat by weight
- **Whole Milk:** 3.5% fat by weight
- **Caloric Sweeteners:** Provide energy (calories) in the form of carbohydrates. Also known as nutritive sweeteners or sugar. Note: Caloric sweeteners are not the same as artificial sweeteners such as aspartame, saccharin, stevia, and sucralose. ⁽¹⁰⁾

RESOURCES

1. *Concessions and Cafeterias: Healthy Food in the Federal Workplace*. US General Services Administration. 2014. <http://www.gsa.gov/portal/content/104429>
2. *Diet and Lifestyle Recommendations Revision 2006: A Scientific Statement from the American Heart Association Nutrition Committee*. American Heart Association Circulation. 2006. <http://circ.ahajournals.org/content/114/1/82.full.pdf>
3. *Dietary Guidelines for Americans 2010*. US Department of Agriculture and US Department of Health and Human Services. 2010. www.dietaryguidelines.gov
4. *Health and Sustainability Guidelines for Federal Concessions and Vending Operations*. Health and Human Services (HHS) General Services Administration (GSA). 2012 http://www.cdc.gov/chronicdisease/pdf/guidelines_for_federal_concessions_and_vending_operations.pdf
5. *Healthy South Dakota – Model Concessions Policy*. South Dakota Department of Health. 2010. http://healthysd.gov/link_healthy-south-dakota-concessions-model-policy-11
6. *Healthy Vending Guide*. Nemours Health and Prevention Services. 2010. <http://www.nemours.org/content/dam/nemours/www/filebox/service/preventive/nhps/resource/healthyvending.pdf>
7. *HYBRID TRAINING: Nutrition Standards TA Call Follow-up Webinar*. Centers for Disease Control & Prevention. Recorded 02/03/2014.
8. *Lead by Example: The Value of Worksite Health Promotion to Small and Medium Sized Employers*. Partnership for Prevention. 2011. http://www.prevent.org/data/files/initiatives/lbe_smse_2011_final.pdf
9. *Nutritional Environment Measures Survey – Vending (NEMS-V)*. Iowa Department of Public Health. 2014. <http://www.nems-v.com>
10. *Nutritive and Nonnutritive Sweetener Resources*. US Department of Agriculture - National Agriculture Library. 2015. <https://fnic.nal.usda.gov/food-composition/nutritive-and-nonnutritive-sweetener-resources>
11. *Sustainability: Worksite Wellness*. Centers for Disease Control and Prevention. 2012 <http://www.cdc.gov/sustainability/worksitewellness>
12. *Whole Grains 101*. Whole Grains Council – An Oldways Program. 2013. <http://wholegrainscouncil.org>
13. *Your Guide to Lowering Your Blood Pressure With DASH*. US Department of Health and Human Services. 2006. http://www.nhlbi.nih.gov/health/public/heart/hbp/dash/new_dash.pdf

PROJECT CHECKLIST

STEP 1: Create a wellness team or committee if not already formed:

- Select recognized leaders to champion the program and team members from all areas of the business such as managers, administrators, purchasing and procurement department, and food and nutrition service providers.
- Have all team members read the *Healthy Vending & Snack Bar Model Policy and Policy Implementation Guide*.

STEP 2: Tailor model policy to align with language and formatting applicable to your worksite.

Begin communication through appropriate administrative channels to approve policy.

STEP 3: Create a project plan with strategies and a projected timeline. (Appendix A)

STEP 4: Vending Machine and Snack Bar Analysis (Appendix B)

- Complete the BEFORE section of the vending machine and snack bar analysis
 - Take pictures before any changes are made
 - Set initial goal for **GREEN**, **YELLOW**, and **RED** ratio and timeline to meet goal

STEP 5: Assess the environment:

- **Vendor**
 - Send a letter or email to the vendor explaining project participation. Provide a copy of the *Policy Implementation Guide* highlighting the **GREEN**, **YELLOW**, and **RED** standards. **(Appendix C)**
- **Staff**
 - Conduct a survey to identify popular healthy food and drink items **(Appendix D)**
 - Work with the vendor to conduct a taste test **(Appendix E)**

STEP 6: Determine products to add, remove, or replace.

Utilize information from the staff survey and taste tests, vendor product list, and DOH Master Food & Beverage Lists **(Appendix F)**

STEP 7: Work with Vendor

- Discuss contract adjustments to comply with guidelines, products to replace or add, pricing, product placement, etc... **(Appendix G)**
- Determine process to monitor product sales

STEP 8: When new, healthier products have been added...

- Label all products with supplied **GREEN**, **YELLOW**, and **RED** stickers and calorie content. Or create signs **(Appendix H)** that show color code and calorie content.
- Display Munch Code promotional signage

STEP 9: Vending Machine and Snack Bar Analysis (Appendix B)

- Complete the AFTER section of the vending machine and snack bar analysis
 - Take pictures to show healthier items, stickers, and promotional signage
 - Set long term goal for **GREEN**, **YELLOW**, and **RED** ratio

STEP 10: Obtain final approval of policy

- Add to policy manual, promote to staff **(Appendix I)**, and provide a copy to vendor
- Work with administration to make policy overview a part of all new employee training

STEP 11: Submit Progress Report to Department of Health by June 30th, 2016 (Appendix J)

APPENDIX A: EXAMPLE PROJECT PLAN

WWC – Worksite Wellness Committee, G/Y/R –Green/Yellow/Red

ACTIVITY	GOAL COMPLETION DATE	ACTIVITY COMPLETED	NOTES
Schedule monthly/bimonthly/biweekly WWC meetings to work specifically on this project	August	<input checked="" type="checkbox"/>	WWC chose to meet every 2 weeks starting in Aug.
Take BEFORE pictures	August	<input checked="" type="checkbox"/>	Michael
Work with administration to approve addition of healthy vending and snack bar policy	August-December	<input checked="" type="checkbox"/>	All Members
- Complete vending machine and snack bar analysis - Set initial goal for G/Y/R ratio and timeline to meet goal	September	<input checked="" type="checkbox"/>	- Angie - All members
Draft and send vendor letter	September	<input checked="" type="checkbox"/>	Shae
Draft and distribute staff survey	October	<input checked="" type="checkbox"/>	Naomi
Conduct taste test with staff and/or WWC	November	<input checked="" type="checkbox"/>	Naomi
Determine what products to add, remove, or replace	November (after staff survey and taste test)	<input checked="" type="checkbox"/>	All Members
Review current vendor contract and determine necessary adjustments based on guidelines and goals	November-December	<input checked="" type="checkbox"/>	Owen and Shae
Schedule a meeting with vendor to discuss contract adjustments and set date for vendor to have new products added to machine	January	<input checked="" type="checkbox"/>	Owen and Shae
Finalize contract and product list with vendor	February	<input checked="" type="checkbox"/>	Owen and Shae
Implement policy and promote to staff	March-April	<input checked="" type="checkbox"/>	All Members
Work with vendor to get new products in place. Label all products with stickers and put up Munch Code promotional signage	March-April	<input checked="" type="checkbox"/>	Owen and Shae
Take AFTER pictures with new signage, healthier items, marketing material, etc...	June	<input checked="" type="checkbox"/>	Michael
Compare sales before and after policy implementation	June	<input checked="" type="checkbox"/>	Naomi
Submit progress report to DOH	June 30	<input checked="" type="checkbox"/>	All Members
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	

.....

[illegible]

APPENDIX B: VENDING MACHINE & SNACK BAR ANALYSIS

Complete this table to show positive change in the total number of food and drinks offered in the vending machine and/or snack bar. Utilize the analysis tools on the next page to assist in completion.

	Food & Drink Products BEFORE		INITIAL GOAL	Food & Drink Products AFTER		LONG TERM GOAL
	#	%		#	%	
GREEN						
YELLOW						
RED						
Total						

EXAMPLE 1:

	Food & Drink Products BEFORE		INITIAL GOAL <small>(Set upon completion of BEFORE analysis)</small>	Food & Drink Products AFTER		LONG TERM GOAL <small>(Set upon completion of AFTER analysis)</small>
	#	%		#	%	
GREEN	6		10	11		25
YELLOW	10		15	13		15
RED	34		25	26		10
Total	50		50	50		50

EXAMPLE 2:

	Food & Drink Products BEFORE		INITIAL GOAL <small>(Set upon completion of BEFORE analysis)</small>	Food & Drink Products AFTER		LONG TERM GOAL <small>(Set upon completion of AFTER analysis)</small>
	#	%		#	%	
GREEN	1	$(1/11) \times 100 = 9\%$	50%	4	$(4/11) \times 100 = 36.5\%$	75%
YELLOW	3	$(3/11) \times 100 = 27\%$		3	$(3/11) \times 100 = 27\%$	
RED	7	$(7/11) \times 100 = 64\%$	50%	4	$3/11 \times 100 = 36.5\%$	25%
Total	11		100%	11		100%

APPENDIX B: ANALYSIS TOOLS

Use the following 4 analysis tools as needed to help determine the number of **GREEN**, **YELLOW**, and **RED** food and drink products *before* and *after* adoption of the healthy food and drink guidelines at the vending machine, snack bar, or both.

- Vending Machine Layout - Option 1
- Vending Machine Layout - Option 2
- Food Product Analysis
- Drink Product Analysis

Note: It may be difficult or impossible to find all the information needed to color code the products through the glass of the vending machine. Here are a few suggestions to overcome this potential hurdle:

- Search product and nutrition information online. This may be helpful for some products, but it can be difficult to find the correct nutrition information for various product sizes.
- Ask your vendor if they have a list of current products that includes the nutrition information and ingredient list.
- Ask your vendor to open up the vending machine for a short time to allow your team to look at each product.

APPENDIX B: VENDING MACHINE LAYOUT OPTION 1

1. Blacken out any rows or columns that do not match the size of your vending machine.
2. Place an "X" in the slots that are not used in the vending machine.
3. Place a "G/M" in the slots that have gum or mints
4. Place an "E" in the slots where products have been sold out.
5. Once you have completed steps 1-4, use the Food and Drink Product Analysis Tools (Page 17-20) to document the product information for each remaining unfilled slot with a number in it.

1	2	3	4	5	6	7	8	9	10	11
12	13	14	15	16	17	18	19	20	21	22
23	24	25	26	27	28	29	30	31	32	33
34	35	36	37	38	39	40	41	42	43	44
45	46	47	48	49	50	51	52	53	54	55
56	57	58	59	60	61	62	63	64	65	66
67	68	69	70	71	72	73	74	75	76	77
78	79	80	81	82	83	84	85	86	87	88
89	90	91	92	93	94	95	96	97	98	99

SNACKS

Insert Bill Here

PUSH

APPENDIX B: VENDING MACHINE LAYOUT OPTION 2

1. Blacken out any slots that do not match your vending machine.
2. Place an "X" in the slots that are not used in the vending machine.
3. Once you have completed steps 1 and 2, use the Food and Drink Product Analysis Tools (Page 17-20) to document the product information for each slot with a number in it. Any numbered slots that are left should include the sold out slots. In this type of vending machine the same drink is likely refilled for that slot each time.



Vending Machine Layout Options were adapted from the Nutrition Environment Measures Survey –
Vending (www.nems-v.com) and the Iowa Department of Public Health.

[illegible]

[illegible]

.....

[illegible]

SLOT NUMBER & ITEM NAME/DESCRIPTION	Drink Size (oz)	Calories per 8 oz	Sodium (mg) per Serving	NOTES	COLOR CODE

APPENDIX C: SAMPLE LETTER TO VENDOR

Following is an example letter your company could send to a vendor. Please copy and paste the text below into your own document and print on your letterhead. Fill in the vendor information and replace the underlined text with your company information.



VENDOR NAME
VENDOR ADDRESS

Dear Vendor,

Smith Enterprise has recently engaged in a project with the South Dakota Department of Health to create a healthier work environment at our downtown Pierre location. Our efforts focus specifically on improving the nutrition environment by increasing the availability of healthy food and drink items in our vending machines/snack bars. We will be incorporating a *Healthy Vending and Snack Bar Policy* at Smith Enterprise to ensure healthy food and drink options are made a priority and remain a priority. Attached is a copy of the policy and the *Policy Implementation Guide* which provides the guidelines for what constitutes a healthier product. Please review and become familiar with the attached documents to better understand our mission and the details of this project.

Our wellness committee will be leading this effort and we are very excited about the positive impact for our worksite. Participating in this project allows both of our companies the opportunity to be part of the new healthy vending movement that is happening across the state! Carrying healthy options can also appeal to a new customer base that may not normally utilize the vending machines. On average, 20% of items in a vending machine don't hold their weight with sales. Replacing these items with some popular healthy items could actually increase sales and overall profitability. Smith Enterprise is making the commitment to promote these new, healthy food and drink options and market specifically to engage a new customer base as well as the current consumers.

In the next 3-6 months our wellness committee will be gaining input from staff and evaluating the current items offered in the vending machines/snack bars. We would like to work with you to determine which products would meet the guidelines and therefore what to include, remove, and/or replace. **Can we obtain a list of all the products your company offers to guide this process?** Inclusion of the nutrition fact information and ingredient list for each product would be very helpful as well. Please send to the email address listed below.

We look forward to working with you on this project. We would like to meet with representatives from your company in the future to determine which products meet the guidelines, set up a taste testing for new products to ensure popularity with staff and therefore keep sales consistent, and make any necessary adjustments to our contract to support the *Healthy Vending and Snack Bar Policy*. Our goal is to have healthy food and drink options available to our employees by _____.

Sincerely,

Name
Business Name
Telephone Number
Email Address

APPENDIX D: SAMPLE STAFF SURVEY

Please copy and paste the text below into your own document. If possible, use your vendor's product list and the green and yellow foods from the Master Food & Beverage List (Appendix F) to determine potential food items to include on this survey. Your business can include brand specific products or keep it more general. Tailor to what will be most helpful to your committee.



Smith Enterprise has made a commitment to provide a healthier work environment that encourages healthy eating habits among its employees. We are partnering with the South Dakota Department of Health to offer healthier food and drink options in the vending machine/snack bar.

We want your input to determine what types of healthy food and drinks you want added or kept in the vending machine/snack bar! Not all of the following products are guaranteed to be available by our vendor, but we hope to incorporate as many popular items as possible.

Please mark the following foods as either:



LIKE
A LOT



LIKE A
LITTLE



NOT SO
MUCH

Sample Staff Survey:

FOODS				COMMENTS
1. Raisins		✓		
2. Fruit Snacks with 100% Fruit	✓			
3. Fruit Cups in 100% Juice/ Unsweetened Applesauce Cups	✓			
4. Whole or Cut-up Fresh Fruit Type: _____	✓			
5. Whole or Cut-up Fresh Vegetables Type: _____		✓		
6. Hummus			✓	
7. Peanut Butter	✓			
8. Nutri-Grain Bars		✓		

APPENDIX E: SAMPLE TASTE TEST

Work with your vendor to conduct a taste test with the staff or your wellness team. Work together to determine which products you want to include and the potential price for each item. Discuss the importance of competitive pricing for healthier items at or below the price of similar red products to increase sales. Please copy and paste the text below into your own document.



Smith Enterprise has made a commitment to provide a healthier work environment that encourages healthy eating habits among its employees. We are partnering with the South Dakota Department of Health to offer healthier food and drink options in the vending machine/snack bar.

And we want your input!

TEST FOOD ITEM	DO YOU LIKE OR DISLIKE THE ITEM? (circle one)		WOULD YOU PAY__ FOR THE ITEM? (circle one)	
Nature Valley Crunchy Granola Bar – Oats 'n Honey	Yes	No	Yes	No
Sun Maid Natural California Raisins	Yes	No	Yes	No
Dole Diced Peach Fruit Bowl	Yes	No	Yes	No
Baked Sour Cream & Onion Chips	Yes	No	Yes	No

TEST DRINK ITEM	DO YOU LIKE OR DISLIKE THE ITEM? (circle one)		WOULD YOU PAY__ FOR THE ITEM? (circle one)	
Unsweetened Ice Tea	Yes	No	Yes	No
Skim Milk	Yes	No	Yes	No

APPENDIX F: MASTER FOOD AND BEVERAGE LISTS

These list were developed in the summer of 2014 and include product and nutrition information available for purchase at that time. It includes a wide variety of products that could be utilized in vending machines and snack bars, but does not contain all available products.

The product lists were developed to provide worksites with a basic list of food and drink options that are currently on the market. Below are some possible ways to utilize the lists:

- Search for the name of your favorite food or drink to quickly determine **GREEN**, **YELLOW**, or **RED** status.
- Use to determine the color status of the products your vendor currently offers if a vendor product list is available.
- Search for additional **GREEN** and **YELLOW** options to offer or to negotiate with your vendor to make available.
- Utilize during your initial Vending Machine and Snack Bar Analysis (Appendix B). If the products currently in the vending machine or snack bar are in these Master Lists it will be a fast way to determine the color status.

To search product options, use the following Excel files:

- **AppendixF-MasterBeverageList.xlsx**
- **AppendixF-MasterFoodList.xlsx**

APPENDIX G: SAMPLE CONTRACT LANGUAGE FOR VENDORS

Please copy and paste the text below into your own document. Insert the appropriate information for your company and vendor at each underlined section.

Below is suggested contract language that can be included in whole or part based on your worksite's preference and current relationship with vendor. The strength of the contract language is an important aspect of policy implementation and may determine overall success. The following policy examples exhibit solid language that ensures healthy items are a priority to both your company and the vendor. If there are concerns by the vendor on certain items, the language can be diluted to state that your company "suggests," "highly encourages," or "asks to take into consideration" with the understanding that the vendor is not required to comply. The more specific the contract, the more success in gaining healthy alternatives!



Sample introduction:

Vendor will work with Smith Enterprise to provide healthy food and drinks options in all vending machines/snack bars as defined by Smith Enterprise's Healthy Vending & Snack Bar Policy in accordance with the South Dakota Department of Health's *Policy Implementation Guide*. Through implementation of this policy, Smith Enterprise has made a commitment to the health of its employees and clientele. Smith Enterprise will work closely with Vendor to ensure the healthy offerings remain a priority.

Sample points to include in body of contract:

- Smith Enterprise will identify each product item as **GREEN**, **YELLOW**, or **RED** and make the calorie content of ALL items visible at the point of purchase. Product identification, calorie content, and promotional materials will be posted on or close to the vending machine/snack bar. Smith Enterprise will promote green and yellow products and retains the right to prohibit advertising by the Vendor of any red items.
- Smith Enterprise retains the right to determine the types of products to sell and not to sell.
- Vendor will keep green and yellow products stocked as continuously as non-nutritious red products.
- Pricing strategies are critical to ensure purchase. Vendor will work with Smith Enterprise to ensure competitive pricing of green and yellow products *at or below* similar red products. Smith Enterprise and Vendor will work collaboratively to determine the least popular red products that can be replaced with green and yellow products to ensure maximum profitability for the vendor.
- To encourage purchase of healthier alternatives and ensure optimum visibility, green and yellow products will **consistently** be placed at eye level and along the right hand column of the vending machine. Or you can be more specific such as "green and yellow products will be placed on the second and third rows and along the farthest right column of the vending machine."
- Vendor will comply with all guidelines outlined in this agreement and any renegotiations agreed upon by both parties. The South Dakota Department of Health will periodically update the guidelines and specifications and Smith Enterprise will communicate these changes to Vendor within 30 days and work with Vendor to gain compliance within 60 days.

Information included in this document was adopted from a variety of credible sources including:

1. *Healthy Nutrition Guidelines. Implementation Guide for Agencies, Sites, and Vendors.* Washington State Department of Health and Healthy Communities Washington.
2. *A Blueprint for Healthier Vending.* Healthy Places: An Initiative of Healthy Chicago. Chicago Department of Public Health.
3. Nutritional Environment Measures Survey – Vending. www.nems-v.com



APPENDIX H: SAMPLE SIGN 1

	SLOT #	ITEM	CALORIES PER PACKAGE
●	A1	Ruffles Cheddar & Sour Cream Chips (Oven Baked)	100
●	A2	Nilla Mini Wafers	130
●	A3	Baked Lay's Original Potato Chips	120
●	A4	Honey Maid Mini Graham Crackers	120
●	A5	Sun Chips – Harvest Cheddar	140
●	B1	Chewy Granola Bar – Chocolate Chunk	90
●	B2	Nutri-Grain Cereal Bar – Strawberry	120
●	B3	Nutri-Grain Cereal Bar – Cherry	120
●	B4	Nature Valley Oatmeal Squares – Blueberry	150
●	B5	Nature Valley Oats 'N Honey Granola Bar	190
●	C1	Blue Diamond Almonds – Lightly Salted	100
●	C2	Planters Trail Mix – Energy Mix	250

	SLOT #	ITEM	CALORIES PER PACKAGE
●	C3	Dole Diced Peaches – Fruit Bowl	80
●	C4	Dole Mixed Fruit – Fruit Bowl	80
●	C5	Sun-Maid Natural California Raisins	90
●	D1	Quaker Instant Oatmeal – Apples and Cinnamon	160
●	D2	Pop-Tarts (2 Pastries)	400
●	D3	Nabisco Oreo Chocolate Mini Bite Size	170
●	D4	Chips Ahoy Chocolate Chip Cookies	190
●	D5	Skittles	250
●	E1	Reese's	210
●	E2	Snickers	250
●	E3	M & M's Peanut	250
●	E4	M & M's Plain	240

Disclaimer: The number of total calories to consume in a day is based on multiple factors including gender, weight, height, activity level, and medical needs. To determine your specific calorie needs speak to your doctor or a registered dietitian. Categorizing products as **GREEN**, **YELLOW**, or **RED** is based on nutrient content relevant for a healthy individual and is not labeled specific to certain health conditions or chronic illnesses.



OUR VENDING MACHINE GUIDE

	SLOT #	ITEM	CALORIES PER PACKAGE

	SLOT #	ITEM	CALORIES PER PACKAGE

Disclaimer: The number of total calories to consume in a day is based on multiple factors including gender, weight, height, activity level, and medical needs. To determine your specific calorie needs speak to your doctor or a registered dietitian. Categorizing products as **GREEN**, **YELLOW**, or **RED** is based on nutrient content relevant for a healthy individual and is not labeled specific to certain health conditions or chronic illnesses.



APPENDIX H: SAMPLE SIGN 2

	SLOT #	FOOD PRODUCTS	CALORIES PER PKG
●	A1	Ruffles Cheddar & Sour Cream Chips (Oven Baked)	100
●	A2	Nilla Mini Wafers	130
●	A3	Baked Lay's Original Potato Chips	120
●	A4	Honey Maid Mini Graham Crackers	120
●	A5	Sun Chips – Harvest Cheddar	140
●	B1	Chewy Granola Bar – Chocolate Chunk	90
●	B2	Nutri-Grain Cereal Bar – Strawberry	120
●	B3	Nutri-Grain Cereal Bar – Cherry	120
●	B4	Nature Valley Oatmeal Squares – Blueberry	150
●	B5	Nature Valley Oats 'N Honey Granola Bar	190
●	C1	Blue Diamond Almonds – Lightly Salted	100
●	C2	Planters Trail Mix – Energy Mix	250
●	C3	Dole Diced Peaches – Fruit Bowl	80
●	C4	Dole Mixed Fruit – Fruit Bowl	80
●	C5	Sun-Maid Natural California Raisins	90
●	D1	Quaker Instant Oatmeal – Apples and Cinnamon	160
●	D2	Pop-Tarts (2 Pastries)	400
●	D3	Nabisco Oreo Chocolate Mini Bite Size	170
●	D4	Chips Ahoy Chocolate Chip Cookies	190
●	D5	Skittles	250
●	E1	Reese's	210
●	E2	Snickers	250
●	E3	M & M's Peanut	250
●	E4	M & M's Plain	240

Disclaimer: The number of total calories to consume in a day is based on multiple factors including gender, weight, height, activity level, and medical needs. To determine your specific calorie needs speak to your doctor or a registered dietitian. Categorizing products as **GREEN**, **YELLOW**, or **RED** is based on nutrient content relevant for a healthy individual and is not labeled specific to certain health conditions or chronic illnesses.



OUR VENDING MACHINE GUIDE

SLOT #

FOOD PRODUCTS

CALORIES PER PKG

Disclaimer: The number of total calories to consume in a day is based on multiple factors including gender, weight, height, activity level, and medical needs. To determine your specific calorie needs speak to your doctor or a registered dietitian. Categorizing products as **GREEN**, **YELLOW**, or **RED** is based on nutrient content relevant for a healthy individual and is not labeled specific to certain health conditions or chronic illnesses.

APPENDIX I: SAMPLE EMAIL OR LETTER TO EMPLOYEES

Please copy and paste the text below into your own document. Insert the appropriate information for your company and vendor. Tailor this message to match the language most appropriate for your worksite.



Have you noticed some changes to the vending machines and snack bar at Smith Enterprise?!

Your wellness team at Smith Enterprise has heard from many employees here and is working hard to increase the availability of healthy food and drink options in our vending machines and snack bar.

Why?

We care about your health and well-being and want to create a supportive environment for overall healthy living in our company. To show our commitment, Smith Enterprise has adopted a *Healthy Vending & Snack Bar Policy* to ensure healthy food and drink options are available for all employees.

The effort is designed to make healthy choices more accessible, more appealing, and more affordable. The changes are designed to increase your choices, not restrict them.

Employers all across the country are working to create healthy work environments and Smith Enterprise is no exception. We have the opportunity to support healthy eating habits and help prevent health problems such as diabetes, depression, stroke, cancer, and heart disease. More and more of our employees are interested in healthy eating as part of an overall healthy lifestyle and we want to support that interest any way we can!

What kinds of changes have been made?

There are healthier options to choose from in the vending machines and at the snack bar! The first thing to notice is the Munch Code. All items are labeled with a **GREEN**, **YELLOW**, or **RED** dot. This traffic light approach is designed to be an easy and quick way to see what products are the most nutritious.

GREEN foods/drinks can be enjoyed often.

YELLOW foods/drinks should be eaten occasionally.

RED foods/drinks should be eaten sparingly.

Second, you will notice the calorie content for each product is also shown. Determining if a food or drink is healthy is not solely based on the calorie content, but this is an important aspect of healthy, balanced eating. The guidelines for what constitutes **GREEN**, **YELLOW**, and **RED** foods are based on trans fat, sodium, calories, calories from saturated fat, and sugar content. Guidelines for drinks are based on calories per serving, fat content, addition of caloric sweeteners, and sodium content.

Disclaimer: The number of total calories to consume in a day is based on multiple factors including gender, weight, height, activity level, and medical needs. To determine your specific calorie needs speak to your doctor or a registered dietitian. Categorizing products as **GREEN**, **YELLOW**, or **RED** is based on nutrient content relevant for a healthy individual and is not labeled specific to certain health conditions or chronic illnesses.

We want your input!

Please give us your feedback and let us know if there are other healthy foods and drinks you would like to see made available. Feel free to contact anyone on the wellness team (contact information below). Tell us what you need – we are here for you!

Your Dedicated Wellness Team...

APPENDIX J: FINAL PROGRESS REPORT

The final progress report will be due June 30, 2016.

Send progress report and required attachments to: Megan.Hlavacek@state.sd.us

Organization Information

Organization:

Mailing Address:

Main Contact Name & Title:

Main Contact Email & Phone:

Names & Titles of All Team Members:

Full Time Employees*:

Part Time Employees*:

Estimated # of customers, patients, members, or anyone from the public with access to the vending machines and snack bars:

Outcomes

List any challenges or barriers you encountered during this project and how you addressed them.

List any successes from the project

(i.e. Introduction of healthier products, replacement of unhealthy items, pricing changes and product placement to promote green and yellow items, positive feedback from co-workers, increased sales of healthy items, etc.)

Did your worksite implement a Healthy Vending and Snack Bar Policy?

YES NO

If no – please provide reason why

Future Plans

What are your future plans to sustain or improve upon the work you have accomplished?

Feedback

List any additional feedback, concerns, employee testimonials, or worksite success here.

Required Attachments – Attach the following when submitting your progress report:

- Project Plan (Appendix A)
- Vending Machine and Snack Bar Analysis (Appendix B)
- *Before and After* pictures of vending machine(s) and snack bar(s) with stickers and Munch Code promotional signage
- A copy of the Healthy Vending and Snack Bar Policy implemented at your worksite

*If you have a business with multiple locations throughout the state or multiple buildings on site, only include the number of full and part time employees that work or frequently visit the building where the healthy vending and snack bar changes were made. For example, if you have three buildings on site and you made changes to the vending machines in one of the buildings, only include the employees that work in or frequently visit that building. We want to capture an accurate number of employees impacted by the vending and snack bar changes.



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