



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

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

Grant Period: September 1, 2017 – June 30, 2018

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HEALTHIER VENDING AND SNACK BAR MODEL POLICY

EFFECTIVE DATE: _____ REVIEW DATE: _____

_____ BUSINESS NAME _____ 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 _____ BUSINESS NAME _____ locations.

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.

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

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 are 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, 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

The poster features three cartoon characters: a green one holding a green apple, a yellow one holding a yellow banana, and a red one holding a red apple. Text bubbles around them say: 'Fresh to 100% real fruit juice', 'Less calories from saturated fat', 'Less sodium', 'Less calories', 'Less added fat', 'HAVE A BUNCH!', and 'JUST A LITTLE!'.

POLICY IMPLEMENTATION GUIDE

Rationale

The South Dakota Department of Health developed the Healthier 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 Healthier Vending and Snack Bar Policy Implementation Guide was developed primarily from the HHS GSA guidelines, South Dakota Healthy Concessions Policy, and the Nutrition 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 are 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** snack 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 unsweetened 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)
- Nuts, seeds, trail mix or products with nuts or seeds as the first ingredient

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

PICK THE RIGHT SNACKS & COLOR YOURSELF healthy

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.

MUNCH CODE!
Colors to *live* by.

MunchCode.org

DRINK STANDARDS

GREEN DRINK STANDARDS

- Water with or without carbonation. No flavoring, additives, or sweeteners.
- 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. low calorie sports drinks, flavored water, sweetened tea, etc.)

RED DRINK STANDARDS

- Energy drinks
- 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

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)

1 gram saturated fat	
x 9 calories per gram	
<hr/>	
9 calories from saturated fat	
2. Divide the # of calories from saturated fat by the # of total calories

9 calories from saturated fat	
÷ 230 total calories	
<hr/>	
0.039	
3. Multiply by 100 to equal the % calories from saturated fat
0.039 x 100 = 3.9% 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 ÷ 55 = 0.018
2. Multiply by 100 to equal the % sugar by weight
0.018 x 100 = 1.81% sugar by weight

Nutrition Facts

Serving Size 2/3 cup (55g)
Servings Per Container About 1

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



How healthy is your snack?

Visit munchcode.org/calculator for a quick and easy way to calculate the nutrition from your snack label.

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 healthier 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 healthier 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. **(Appendix A)**
 - **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.

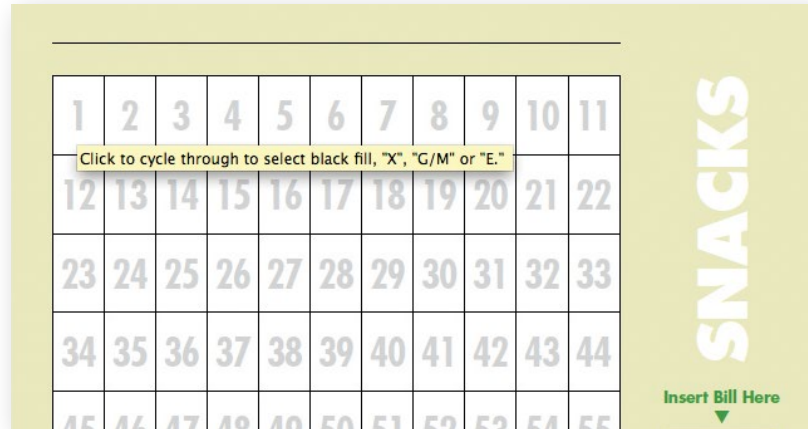
CONCLUSION

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:



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
 - Whole corn
 - Whole oats
 - Whole grain [name of grain]
 - Brown Rice
 - Wild Rice
 - Wheatberries
 - Amaranth
 - Barley
 - Buckwheat
 - Millet
 - Quinoa
 - Rye
 - Sorghum (also called milo)
 - Teff
 - Triticale
- **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 https://www.gsa.gov/portal/mediaId/170091/fileName/Guidelines_for_Federal_Concessions_and_Vending_Operations.action
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. *Leading by Example: The Value of Worksite Health Promotion to Small and Medium Sized Employers.* Partnership for Prevention. 2011. <http://www.eatsmartmovemorenc.com/Worksites/AdditionalToolkits/Texts/Leading-by-Example.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

Steps in **RED** are **REQUIRED** for grant completion. Steps in **GREEN** are **OPTIONAL**, but are highly recommended and are key to successful implementation.

STEP 1

Create/expand 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 *Healthier 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.

Due no later than December 1, 2017

STEP 3

Complete Budget Request Form using the Fund Usage Criteria document. (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**
 - Call or send an 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. Refer to Funds Usage Criteria for additional information on the available Munch Code signage (**Appendix A**)

Due no later than June 30, 2018

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 Final Progress Report (Appendix J)

APPENDICES

APPENDIX A: BUDGET EXAMPLE

DESCRIPTION	COST	JUSTIFICATION
Munch Code Signs: 2 Free Standing Sign @ \$150.00 each 2 Machine Topper @ \$100.00 each 5 Posters @ \$10.00 each 10 Sticker Packets @ \$2.00 each	\$300.00 \$200.00 \$50.00 \$20.00	Will be utilized in each vending area.
Staff Taste Test	\$50.00	Green and yellow products will be purchased for a staff taste test in November to determine which healthy products should be added to the machines.
2 Fitbits for prize/incentive for educational activity	\$200.00	2 green products will have a sticker placed on the back of the product. When an employee purchases a product with a sticker they will receive a free Fitbit.
<p style="text-align: right;">TOTAL</p>	<p style="text-align: center;">\$820.00</p>	

APPENDIX A: BUDGET TEMPLATE

DESCRIPTION	COST	JUSTIFICATION
TOTAL		

APPENDIX A: FUND USAGE CRITERIA

Funds **CANNOT** be used for:

- Paid staff time or indirect costs.
- Purchasing meals/snacks for work events.

Funds **CAN** be used for, but are not limited to, the following items:

- New vending machines.
- Glass front refrigerator/cooler.
- Racks, stands, or other display equipment to showcase healthy items at snack bars/cafeterias.
- Food **ONLY** if part of a specific educational activity. For example, conducting a taste test of healthy product alternatives is a reasonable request.
- Prizes/incentives for purchasing green and yellow items.
- Development and printing of additional marketing materials such as table tents, bulletin board materials, flyers, or other miscellaneous printing costs.
- Purchasing additional large, professionally formatted Munch Code signage as seen below. For more information and current pricing, visit munchcode.org/order/vending.

Machine Topper
black stand included
36" x 14"



Hanging Sign
with gripper rail
9.5" x 14.25"



Free-Standing Sign
black stand included
12.5" x 60"



Side Sign
with sidemount clip
9.5" x 14.25"



Poster
17" x 32"

APPENDIX A: FUND USAGE CRITERIA

Funds may **ALSO** be used for the following items:

- Wayfinding signs to promote the vending machines, snack bars, and/or cafeterias throughout your business.
- Label holders for snack bar stands and coolers to easily display the **GREEN**, **YELLOW**, or **RED** Munch Code stickers with calorie information and price.
- Colored product pushers as a way to highlight the Munch Code colors in the vending machine. Only one product pusher is needed per row.



We want to encourage you to use the Munch Code branded materials wherever possible because consistent visual messaging is important, but every business is a little different and spaces, sizes, and room configurations will vary, so don't be afraid to think outside the box and get creative with your display materials! We know that most people want to eat and snack healthier. Gentle reminders and regular visual cues will help make it easier for your employees to make healthier snacking choices.

Need a few more ideas?

If you have vending machines, be sure to talk to your distributor about healthier options, product pushers, tags, and/or signage alternatives that might be available directly from them. The digital age has made it easier to round up specialized products and supplies. If you aren't quite finding what you need, here are a few websites that might help you find the perfect items to help you emphasize the Munch Code color coding system:

hubert.com
displays2go.com
uline.com

And if that doesn't work?

You'd be surprised what you can find perusing the aisles of your local hardware store. Sometimes the perfect container, gadget, or solution will just jump right out at you! You can also try an internet search using the following keywords as a starting point:

- Shelf talker
- Shelf wobblers
- Shelf danglers
- Price channels
- Point of Purchase Display (POP)
- Labels, tags, or inserts

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						

*BEFORE ANALYSIS and INITIAL GOAL are due by December 1, 2017.

**AFTER ANALYSIS and LONG TERM GOAL are due by June 30, 2018.

EXAMPLE 1:

	Food & Drink Products BEFORE		INITIAL GOAL (Set upon completion of BEFORE analysis)	Food & Drink Products AFTER		LONG TERM GOAL (Set upon completion of AFTER analysis)
	#	%		#	%	
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 (Set upon completion of BEFORE analysis)	Food & Drink Products AFTER		LONG TERM GOAL (Set upon completion of AFTER analysis)
	#	%		#	%	
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 8 analysis tools as needed to help determine the number of **GREEN**, **YELLOW**, and **RED** food and drink products *before* and *after* adoption of the healthier food and drink guidelines at the vending machine, snack bar, or both.

- Food Vending Machine Layout
- Food Vending Machine Layout Example
- Food Product Analysis Form
- Food Product Analysis Form Example
- Drink Vending Machine Layout
- Drink Vending Machine Layout Example
- Drink Product Analysis Form
- Drink Product Analysis Form Example

After healthier options have been added to the machine(s) and you have labeled the products with **GREEN**, **YELLOW**, and **RED** stickers, provide the following planogram to your vendor to ensure **GREEN**, **YELLOW**, and **RED** food and drink products are consistently re-stocked to match the color-coded stickers and calorie information.

- Planogram Template
- Planogram Example

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.


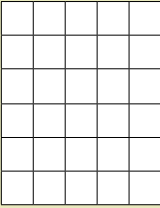
APPENDIX B: FOOD VENDING MACHINE LAYOUT

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 Product Analysis Form (Page 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: FOOD VENDING MACHINE LAYOUT EXAMPLE

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 Product Analysis Form (Page 20) to document the product information for each remaining unfilled slot with a number in it.

Food & Drink Vending Machine – 1st Floor

E	2	3	4	X						
E	13	14	15	X						
23	24	25	G/M	X						
X	35	36	X	X						

SNACKS

Insert Bill Here

PUSH

APPENDIX B: FOOD PRODUCT ANALYSIS FORM

SLOT NUMBER & ITEM NAME/DESCRIPTION	Package Size	Total Grams of Package	Servings per Container	Price	NUTRITION FACT LABEL (per Serving)					NOTES	COLOR CODE
					Calories	Sodium (mg)	Trans Fat (g)	Saturated Fat (g)	Sugar (g)		

APPENDIX B: FOOD PRODUCT ANALYSIS FORM EXAMPLE

SLOT NUMBER & ITEM NAME/DESCRIPTION	Package Size	Total Grams of Package	Servings per Container	Price	NUTRITION FACT LABEL (per Serving)					NOTES	COLOR CODE
					Calories	Sodium (mg)	Trans Fat (g)	Saturated Fat (g)	Sugar (g)		
Pringles Cheddar Cheese	0.74 tub	21	1	1.75	110	150	0	2	1	Exceeds saturated fat criteria	
Oven Baked Crunchy Cheetos	7/8 oz	24.8	1	1.25	120	200	0	0.5	1	Not a whole grain, meets other criteria	
Sun Chips Harvest Cheddar	1 oz	28.3	1	1.25	140	210	0	1	2	Whole grain and meets other criteria	
Little Debbie Cloud Cakes	1.4 oz	43	1	1.75	150	150	0	1	17	Exceeds sugar criteria	
Grandma's Mini Cookies Chocolate Chip	1.2 oz	37	1	1.75	160	160	0	2.5	12	Exceeds saturated fat criteria	
Rold Gold Pretzels – Tiny Twists	1oz	28	1	1.25	110	450	0	0	1	Not a whole grain, meets other criteria	
M & M's – Milk Chocolate	1.69 oz	47.9	1	1.00	240	30	0	6	30	Exceeds saturated fat & sugar criteria	
M & M's Peanut	1.74 oz	49.3	1	1.00	250	25	0	5	25	Exceeds saturated fat & sugar criteria	
Milky Way	1.84 oz	52.2	1	1.00	240	75	0	7	31	Exceeds saturated fat & sugar criteria	
Rice Krispie Treats	0.78 oz	22	1	.75	90	105	0	0.5	8	Not a whole grain, meets other criteria	
Snickers	1.86 oz	52.7	1	1.00	250	120	0	4.5	27	Exceeds saturated fat & sugar criteria	

APPENDIX B: DRINK VENDING MACHINE LAYOUT

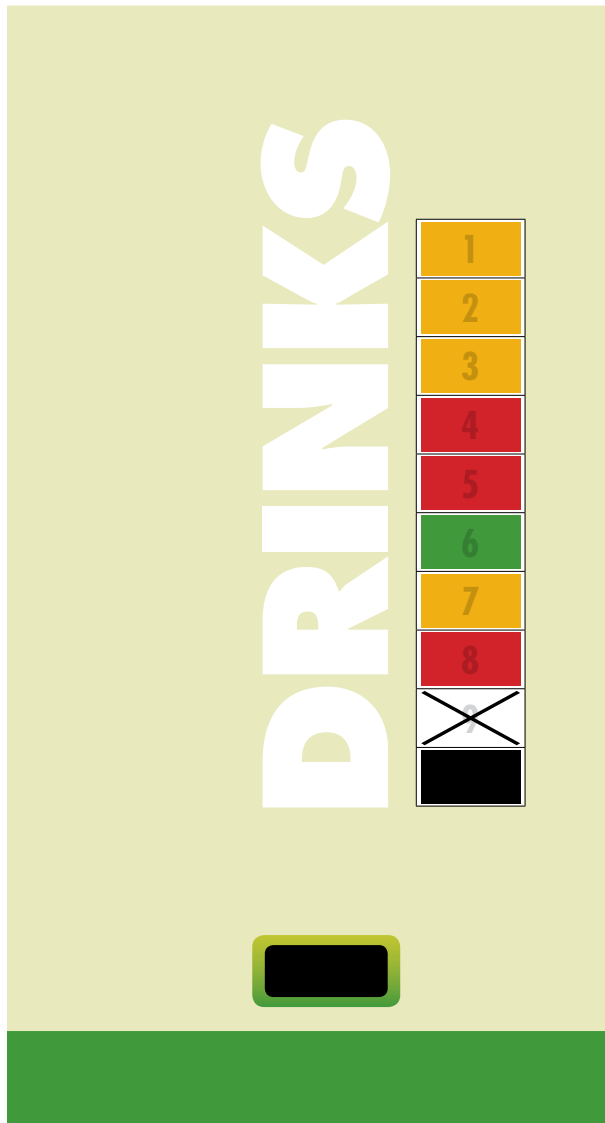
1. Blacken out any slots that do not match your vending machine.
2. Place an "X" in the slots that are not used in the vending machine.
3. Once you have completed steps 1 and 2, use the Drink Product Analysis Form (Page 24) to document the product information for each slot with a number in it. Any numbered 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.

APPENDIX B: DRINK VENDING MACHINE LAYOUT EXAMPLE

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 Drink Product Analysis Form (Page 24) 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.

APPENDIX B: DRINK PRODUCT ANALYSIS FORM

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

APPENDIX B: DRINK PRODUCT ANALYSIS FORM EXAMPLE

SLOT NUMBER & ITEM NAME/DESCRIPTION	Drink Size (oz)	Calories per 8 oz	Price	NOTES	COLOR CODE
Slot 1: Diet Pepsi	12 oz		0.75		
Slot 2: Diet Dr. Pepper	12 oz		0.75		
Slot 3: Diet Mountain Dew	12 oz		0.75		
Slot 4: Pepsi	12 oz		0.75		
Slot 5: Dr. Pepper	12 oz		0.75		
Slot 6: AquaPure Water	20 oz		0.90		
Slot 7: Diet Mug Root Beer	20 oz		1.50		
Slot 8: Sierra Mist	20 oz		1.50		

APPENDIX B: PLANOGRAM TEMPLATE

If these templates aren't specific enough or configured to work with your machine layout, create your own! Call in the company Excel whiz, Word pro, organizer extraordinaire, or resident artist and use the tools that you are most comfortable with and work best for you!

Product										
Sell Price										
Selection	20	22	24	26	28					
Product										
Sell Price										
Selection	30	32	34	36	38					
Product										
Sell Price										
Selection	40	41	42	43	44	45	46	47	48	49
Product										
Sell Price										
Selection	50	52	54	56	58					
Product										
Sell Price										
Selection	59	60	61	62	63					

APPENDIX B: PLANOGRAM EXAMPLE

Product	Kettle Chips NY Cheddar		Kettle Chips Backyard BBQ		Kettle Chips Fully Loaded		Pirates Booty White Cheddar		Pirates Booty SC & Onion	
Sell Price	\$1.50		\$1.50		\$1.50		\$1.50		\$1.50	
Selection	20		22		24		26		28	
Product	Pop Chips BBQ		Pop Chips Sour Cream & Onion		Pop Chips Sea Salt & Vinegar		Garden of Eatin Blue Chips		Garden of Eatin Black Bean Tortilla	
Sell Price	\$1.50		\$1.50		\$1.50		\$1.50		\$1.50	
Selection	30		32		34		36		38	
Product	Cliff Bar Chocolate	Pure Bar Choc Brownie	Macro Bar Cashew Butter	Larabar Cherry Pie	Harvest Berry Granola Bar	Think Thin Fudge	Kind Bar Fruit & Nut	Newman PB Cups	Divine Dark Choc Bar	Boom Choc Bar
Sell Price	\$2.50	\$2.50	\$2.50	\$2.00	\$2.50	\$2.50	\$2.00	\$2.00	\$2.25	\$2.00
Selection	40	41	42	43	44	45	46	47	48	49
Product	Glad Corn		Seapoint Farms Dry Roasted Edamame		Surf Sweets Gummy Bears		Cougar Mtn Chocolate Chip Cookie		Cougar Mtn Snicker Doodle Cookie	
Sell Price	\$1.50		\$2.75		\$2.50		\$2.00		\$2.00	
Selection	50		52		54		56		58	
Product	Alternative Baking Colossal Chocolate Chip Cookie		Alternative Baking Oatmeal Cookie		Alternative Baking Lemon Poppy Cookie		Alternative Baking Peanut Butter Reservation Cookie		Alternative Baking Pumpkin Spice Cookie	
Sell Price	\$2.50		\$2.50		\$2.50		\$2.50		\$2.50	
Selection	59		60		61		62		63	

APPENDIX C: SAMPLE LETTER TO VENDOR

The 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 *Healthier 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 healthier 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, healthier 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 *Healthier Vending and Snack Bar Policy*. Our goal is to have healthier 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		✓		

FOODS				COMMENTS

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)	
	Yes	No	Yes	No
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)	
	Yes	No	Yes	No
Unsweetened Ice Tea	Yes	No	Yes	No
Skim Milk	Yes	No	Yes	No

APPENDIX F: MASTER FOOD AND BEVERAGE LISTS

These lists were updated in June 2016 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 Healthier 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. Nutrition 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.

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



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

	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.

PICK THE
RIGHT SNACKS
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healthy



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



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 *Healthier 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, 2018.

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/Seasonal Employees*:

*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 healthier 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.

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

Vendor(s):

Grant Focus (check all that apply)

Vending Machine(s)

Snack Bar/Micro-market

Snack Items in Cafeteria

Outcomes

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

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

YES NO

If no – please provide reason why:

Did your worksite make the following changes/improvements to increase sales of healthier products?

- | | | | |
|-----|----|-----|---|
| YES | NO | | Product placement and attractiveness <i>(ex. moving healthier products to eye level and/or along the right hand column of the vending machine or closer to the check out station at a snack bar or cafeteria)</i> |
| YES | NO | | Pricing changes to promote green and yellow products |
| YES | NO | | Stickers or a sign to note product categorization and calorie labeling |
| YES | NO | | Point of purchase information such as large Munch Code signage |
| YES | NO | | Conduct a staff survey |
| YES | NO | | Conduct a taste test |
| YES | NO | N/A | Make contractual changes with the vendor |
| YES | NO | | Were any additional improvements/changes made? If yes, explain... |

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:**

- 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 Healthier Vending and Snack Bar Policy implemented at your worksite



**MUNCH
CODE!**
Colors to *live* by.
www.MunchCode.org