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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.

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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.

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. By changing workplace norms and adopting policies that support healthy behaviors, employers can reach more employees and make it easier for them to change their habits.[12] 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*

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

   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

   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
	% Daily Value*
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 **healthysd.gov/healthier-vending-calculator/** for a quick and easy way to calculate the nutrition from your snack label.

PROJECT CHECKLIST

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.
- Have all team members read the *Healthier Vending & Snack Bar Policy and Policy Implementation Guide*.
- Create a project plan with strategies and a projected timeline. (Appendix A)

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

Assess the Environment:

- **Vending Machine and/or Snack Bar Analysis**
  - Use analysis tools to determine current product availability and placement. (Appendix B)
- **Vendor**
  - Call or send an email to the vendor vocalizing desire to work together to offer healthier food and drink options. (Appendix C)
- **Staff**
  - Conduct a survey to identify popular health food and drink items. (Appendix D)
  - Work with the vendor to conduct a taste test. (Appendix E)

STEP 4

Determine products to add, remove, and replace

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

STEP 5

Work with Vendor

- Discuss contract adjustments to comply with guidelines, products to replace or add, pricing, product placement, point of purchase information, etc… (Appendix G)
- Discuss process to monitor sales.

STEP 6

When new, healthier products have been added...

- Label all products as **GREEN**, **YELLOW** or **RED** and calorie content through stickers or signs.
- Display Munch Code promotional signage.
- Create a planogram for each vending machine to ensure products are consistently re-stocked to match the color-coded stickers and calorie information.
- All available in Appendix H.

STEP 7

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.
- Other model policies are available at goodandhealthysd.org/workplaces/policies to help create a healthier environment at your worksite:
  - Breastfeeding Support Model Policy
  - Healthier Foods and Beverages at Meetings and Presentations Model Policy
  - Worksite Physical Activity Model Policy
  - Tobacco-Free Business Model Policy
  - Worksite UV Protection Model Policy

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: [11]
  - 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. *Cafeterias and Vending Facilities: Healthy Food in the Federal Workplace.* US General Services Administration. 2018.
   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.
   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.
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4. *Health and Sustainability Guidelines for Federal Concessions and Vending Operations.* Health and Human Services (HHS) General Services Administration (GSA). 2012
   gsa.gov/portal/mediaId/170091/fileName/Guidelines_for_Federal_Concessions_and_Vending_Operations.action
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6. *Healthy Vending Guide.* Nemours Health and Prevention Services. 2010.
   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.
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9. *Nutritional Environment Measures Survey – Vending (NEMS-V).* Iowa Department of Public Health. 2014.
   nems-v.com
10. *Nutritive and Nonnutritive Sweetener Resources.* US Department of Agriculture - National Agriculture Library. 2015.
    fnic.nal.usda.gov/food-composition/nutritive-and-nonnutritive-sweetener-resources
11. *Whole Grains 101.* Whole Grains Council – An Oldways Program. 2013.
    wholegrainscouncil.org
12. *Workplace Health Promotion.* Centers for Disease Control and Prevention. 2017.
    cdc.gov/chronicdisease/resources/publications/aag/workplace-health.htm
13. *Your Guide to Lowering Your Blood Pressure With DASH.* US Department of Health and Human Services. 2006.
    nhlbi.nih.gov/health/public/heart/hbp/dash/new_dash.pdf

APPENDICES

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	✓	WWC chose to meet every 2 weeks starting in Aug.
Take BEFORE pictures	August	✓	Michael
Work with administration to approve addition of healthy vending and snack bar policy	August-December	✓	All Members
- Complete vending machine and snack bar analysis - Set initial goal for G/Y/R ratio and timeline to meet goal	September	✓	- Angie - All members
Draft and send vendor letter	September	✓	Shae
Draft and distribute staff survey	October	✓	Naomi
Conduct taste test with staff and/or WWC	November	✓	Naomi
Determine what products to add, remove, or replace	November (after staff survey and taste test)	✓	All Members
Review current vendor contract and determine necessary adjustments based on guidelines and goals	November-December	✓	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	✓	Owen and Shae
Finalize contract and product list with vendor	February	✓	Owen and Shae
Implement policy and promote to staff	March-April	✓	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	✓	Owen and Shae
Take AFTER pictures with new signage, healthier items, marketing material, etc…	June	✓	Michael
Compare sales before and after policy implementation	June	✓	Naomi
		☐	
		☐	
		☐	
		☐	
		☐	

APPENDIX B: ANALYSIS TOOLS

Use the following analysis tools as needed to document the information from the product's Nutrition Fact Label and determine the number of **GREEN**, **YELLOW**, and **RED** food and drink products currently in your vending machine, snack bar, or both.

- Food Product Analysis Example
- Drink Product Analysis 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 PRODUCT ANALYSIS FORM EXAMPLE

SLOT NUM	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)		
1	Pringles Cheddar Cheese	0.74 tub	21	1	1.75	110	150	0	2	1	Exceeds saturated fat criteria	
2	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	
3	Sun Chips Harvest Cheddar	1 oz	28.3	1	1.25	140	210	0	1	2	Whole grain and meets other criteria	
4	Little Debbie Cloud Cakes	1.4 oz	43	1	1.75	150	150	0	1	17	Exceeds sugar criteria	
5	Grandma's Mini Cookies Chocolate Chip	1.2 oz	37	1	1.75	160	160	0	2.5	12	Exceeds saturated fat criteria	
6	Rold Gold Pretzels – Tiny Twists	1oz	28	1	1.25	110	450	0	0	1	Not a whole grain, meets other criteria	
7	M & M's – Milk Chocolate	1.69 oz	47.9	1	1.00	240	30	0	6	30	Exceeds saturated fat & sugar criteria	
8	M & M's Peanut	1.74 oz	49.3	1	1.00	250	25	0	5	25	Exceeds saturated fat & sugar criteria	
9	Milky Way	1.84 oz	52.2	1	1.00	240	75	0	7	31	Exceeds saturated fat & sugar criteria	
10	Rice Krispie Treats	0.78 oz	22	1	.75	90	105	0	0.5	8	Not a whole grain, meets other criteria	
11	Snickers	1.86 oz	52.7	1	1.00	250	120	0	4.5	27	Exceeds saturated fat & sugar criteria	

APPENDIX B: DRINK PRODUCT ANALYSIS FORM EXAMPLE

SLOT NUM	ITEM NAME/DESCRIPTION	Drink Size (oz)	Calories per 8 oz	Price	NOTES	COLOR CODE
12	Diet Pepsi	12 oz		0.75		
13	Diet Dr. Pepper	12 oz		0.75		
14	Diet Mountain Dew	12 oz		0.75		
15	Pepsi	12 oz		0.75		
16	Dr. Pepper	12 oz		0.75		
17	AquaPure Water	20 oz		0.90		
18	Diet Mug Root Beer	20 oz		1.50		
19	Sierra Mist	20 oz		1.50		

APPENDIX C: SAMPLE LETTER TO VENDOR

Following is an example letter your company could send to a vendor. 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 is working 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. 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

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 our employees.

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. Nuts and seeds – almonds, cashews, etc…			✓	
7. Peanut Butter	✓			
8. Nutri-Grain Bars		✓		

APPENDIX E: SAMPLE STAFF 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 our employees.

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 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: WORKING WITH VENDORS

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 the implementation 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 H)
- **Product Placement and Attractiveness:** Place your **GREEN** and **YELLOW** items at eye level and along the right hand column of the vending machine.[7]

Create a contract with your vendor:

- The following page has suggested contract language that can be included in whole or part based on your worksite's preference and current relationship with your 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 *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.

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: SIGNAGE, STICKERS, & PLANOGRAMS

- **GREEN**, **YELLOW** and **RED** stickers and large, professionally formatted Munch Code signage, as seen below, are available for purchase. Visit **HealthySD.gov/vending-kit** for more information.
- The stickers can be placed inside the vending machine (upon vendor approval) next to the price. Calorie information can be printed on the color-coded stickers by using this **WORD template**. Note: You must use a laser printer. An inkjet printer will not print the numbers correctly.
- If it is not feasible to put stickers in the machine, signs can be created to place on the outside of the vending machine that clearly show the color code and calorie content as shown on the following pages.

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"x60"

Side Sign
with sidemount clip
9.5"x 14.25"

Poster
17"x32"

Green, Yellow and Red Stickers

MUNCH CODE!
Colors to *live* by.

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.

MUNCH CODE!
Colors to *live* by.

APPENDIX H: SAMPLE SIGN 2

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

APPENDIX H: PLANOGRAM EXAMPLE

After healthier options have been added to the machine(s) and you have labeled the products with **GREEN**, **YELLOW**, and **RED** stickers, create a planogram for your vendor to ensure products are consistently re-stocked to match the color-coded stickers and calorie information. Below is an example of a Planogram developed for a snack machine. Adding color is another way for the vendor to quickly verify that the products match the sticker.

Product	Dutch Crunch Parmesan & Garlic 290 Calories		Dakota Crunch Jalapeno & Cheddar 290 Calories		Dutch Crunch Bistro Blend 290 Calories		Dutch Crunch Salt & Vinegar 290 Calories		Dutch Crunch Mesquite BBQ 290 Calories		Dutch Crunch Original 290 Calories	
Sell Price	$1.00		$1.00		$1.00		$1.00		$1.00		$1.00	
Selection	**101**		**103**		**105**		**107**		**109**		**111**	
Product	Cheetos Oven Baked Crunchy Cheese 120 Calories		Lay's Oven Baked Original 100 Calories		Rold Gold Tiny Twists 110 Calories		Smartfood Delight White Cheddar 70 Calories		Smartfood Delight Sea Salt 70 Calories		Smartfood Delight Sea Salted Caramel 70 Calories	
Sell Price	$1.00		$1.00		$1.00		$1.00		$1.00		$1.00	
Selection	**201**		**203**		**205**		**207**		**209**		**211**	
Product	Ruffles Cheddar & Sour Cream Chips 240 Calories		Lay's Sour Cream & Onion Chips 240 Calories		Chex Mix Original 210 Calories		Chex Mix Cheddar 210 Calories		Lay's Classic Potato Chips 240 Calories		Gardetto's 230 Calories	
Sell Price	$1.00		$1.00		$1.00		$1.00		$1.00		$1.00	
Selection	**301**		**303**		**305**		**307**		**309**		**311**	
Product	Dorito's Cool Ranch Chips 260 Calories		Cheetos Crunchy 320 Calories		Lay's BBQ Chips 230 Calories		Funyuns 160 Calories		Fritos Original 310 Calories		Fritos Chili Cheese 310 Calories	
Sell Price	$1.00		$1.00		$1.00		$1.00		$1.00		$1.00	
Selection	**401**		**403**		**405**		**407**		**409**		**411**	
Product	Skittles 250 Calories	Snickers Almond 230 Calories	Snickers 250 Calories	Nature Valley Sweet n' Salty Peanuts 170 Calories	Kind Bar Oats & Honey 230 Calories	NutriGrain Blueberry 120 Calories	Nature Valley Crunchy Oats 'N Honey 190 Calories	Nature Valley Crunchy Peanut Butter 190 Calories	Kind Bar Peanut Butter Dark Chocolate 150 Calories	Emerald 100 Calories Pack Dry Roasted Almonds 100 Calories	Mounds 240 Calories	Salted Nut Roll 240 Calories
Sell Price	$1.25	$1.25	$1.25	$1.25	$1.25	$1.25	$1.25	$1.25	$1.25	$1.25	$1.25	$1.25
Selection	**501**	**502**	**503**	**504**	**505**	**506**	**507**	**508**	**509**	**510**	**511**	**512**
Product	Twix 250 Calories	Reese's 210 Calories	Hershey's 220 Calories	What-ya-ma-call-it 230 Calories	Hot Tamales 180 Calories	Twizzlers 220 Calories	Almond Joy 220 Calories	Butterfinger 250 Calories	KitKat 210 Calories	Caramello 220 Calories	Mr. Goodbar 250 Calories	M&M's 250 Calories
Sell Price	$1.25	$1.25	$1.25	$1.25	$1.25	$1.25	$1.25	$1.25	$1.25	$1.25	$1.25	$1.25
Selection	**601**	**602**	**603**	**604**	**605**	**606**	**607**	**608**	**609**	**610**	**611**	**612**

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…

MUNCH CODE!

Colors to *live* by.

www.MunchCode.org