

**Vending Operations Section Worksheet / Instruction Guide**

These measures are designed to assess how well both Refrigerated and Non-Refrigerated Vending Operations support healthy eating. The basic principle of these measures is to gather information on the availability of healthier items and promotion of healthy eating.

**Preparation:**

- a. Before beginning this assessment, contact the contracting officer(s) responsible for vending operations on the base or installation.
  - ✓ Request a list of the location of all available vending machines (to include type of vending: refrigerated, beverage or snack).
  - ✓ Request a list of all products the vending operator provides.
  - ✓ Ask if the vending operator has some type of healthy choice (i.e. Fit Pick™) program. If yes, is it written in the contract? Is the nutritional criteria equivalent to the Fit Pick™ criteria, HHS/GSA Health and Sustainability Guidelines for Federal Concessions and Vending Operations, and/or Alliance for a Healthier Generation Standard?
- b. Read each measure and criterion thoroughly to become familiar with the specific nutrition parameters and food items to be assessed.
- c. Select four (4) vending machines that are located in public areas with a high volume of traffic.

**Assessment:**

- a. **Conduct a physical inventory using the appropriate worksheets for either Non-refrigerated Vending (page 4-7) or Refrigerated Vending (page 8-11) vending.**
- b. **Use a separate worksheet for each machine surveyed.**
- c. Answer the numbered questions after completing the inventory.

**HINT:** Save time by obtaining a list of items the regularly stocked and identify the items that meet the Fit Pick™ (Option 2) criteria. Please note that Fit Pick™ Option 2 differs from Option 2 as it includes a calorie and sodium restriction.

**Healthy Option Criteria (Items must meet ALL criteria)**  
 (Fit Pick™ Option 2; HHS/GSA Guidelines, and Alliance for a Healthier Generation)

- Total fat ≤35% calories per serving (excludes nuts and seeds without added fats or oils)
- Trans fat ≤ 0.5 grams per serving (trans fat-free)
- Saturated fat <10% of calories per serving (excludes reduced-fat cheese)
- Sugar ≤35% by weight of total sugars (excludes fruits, vegetables, milk)
- Sodium ≤230 mg per serving (snack items) and ≤480 mg per serving (meal items)
- Calories ≤200 calorie **per package** (snack items) or ≤500 calories or less (entrée meal)

**NUTRITION CALCULATIONS**

Nutrition Facts	
Serving Size	1 Bar (37g)
<b>Amount Per Serving</b>	
<b>Calories 120</b>	Calories from Fat 30
<b>% Daily Value*</b>	
<b>Total Fat 3g</b>	<b>5%</b>
<b>Saturated Fat 0.5g</b>	<b>3%</b>
<i>Trans Fat 0g</i>	

**Determine Percent Calories from Saturated Fat**

1. Multiply the number of grams of saturated fat by 9
2. Divide the answer (number of calories from saturated fat)
3. By the total number of calories per serving
4. Multiply the result by 100%

Example:  $0.5g \times 9 = 4.5 / 120 = .037 \times 100\% =$   
**3.7% Calories from Saturated Fat**

Nutrition Facts	
Serving Size	1 Bar (37g)
<b>Amount Per Serving</b>	
<b>Calories 120</b>	Calories from Fat 30
<b>% Daily Value*</b>	
<b>Total Fat 3g</b>	<b>5%</b>
<b>Saturated Fat 0.5g</b>	<b>3%</b>
<i>Trans Fat 0g</i>	

**Determine Percent Calories from Total Fat**

1. Divide the number of calories from fat
2. By the total number of calories per serving
3. Multiply the result by 100%

Example:  $30 / 120 = .25 \times 100\% =$   
**25% Calories from Fat**

Nutrition Facts	
Serving Size	1 Bar (37g)
<b>Amount Per Serving</b>	
<b>Calories 120</b>	Calories from Fat 30
<b>% Daily Value*</b>	
<b>Total Fat 3g</b>	<b>5%</b>
<i>Saturated Fat 0.5g</i>	
<i>Trans Fat 0g</i>	
<b>Cholesterol 0mg</b>	<b>0%</b>
<b>Sodium 110mg</b>	<b>5%</b>
<b>Total Carbohydrate 24g</b>	<b>8%</b>
<i>Dietary Fiber 3g</i>	
<b>Sugars 12g</b>	<b>10%</b>
<b>Protein 2g</b>	

**Determine Percent Weight From Sugar**

1. Divide the number of grams of sugar
2. By the total number of grams per serving
3. Multiple the result by 100%

Example:  $12 / 37 = .32 \times 100\% =$   
**32% weight from sugar**

## REFERENCES

1. HHS/GSA Healthy and Sustainable Food Guidelines (Federal Concessions and Vending Operations): [http://www.gsa.gov/graphics/pbs/Guidelines\\_for\\_Federal\\_Concessions\\_and\\_Vending\\_Operations.pdf](http://www.gsa.gov/graphics/pbs/Guidelines_for_Federal_Concessions_and_Vending_Operations.pdf)
2. Health and Sustainability Guidelines for Federal Concessions and Vending Operations: Q&A for HHS Employees: <http://www.cdc.gov/chronicdisease/pdf/QA-for-Employees.pdf>
3. Fit Pick™ Toolkit: [www.fitpick.org](http://www.fitpick.org)
4. Types of Vending surveyed in this assessment.



**Non-refrigerated (snacks)**



**Refrigerated (beverages)**



**Refrigerated (food and beverages)**

**Non-Refrigerated Vending EXCEL Scoring Tool Worksheet**

<b>NON-REFRIGERATED VENDING</b>		<b>Site 1:</b>	<b>Site 2:</b>	<b>Site 3:</b>	<b>Site 4:</b>
<b>Q1</b>	Food items are labeled and correctly identified as a “healthy option.”	<input type="radio"/> yes	<input type="radio"/> yes	<input type="radio"/> yes	<input type="radio"/> yes
		<input type="radio"/> no	<input type="radio"/> no	<input type="radio"/> no	<input type="radio"/> no
<b>Q2</b>	What percentage of healthy options is available?	<input type="radio"/> ≥50%	<input type="radio"/> ≥50%	<input type="radio"/> ≥50%	<input type="radio"/> ≥50%
		<input type="radio"/> 35-49%	<input type="radio"/> 35-49%	<input type="radio"/> 35-49%	<input type="radio"/> 35-49%
		<input type="radio"/> 25-34%	<input type="radio"/> 25-34%	<input type="radio"/> 25-34%	<input type="radio"/> 25-34%
		<input type="radio"/> 15-24%	<input type="radio"/> 15-24%	<input type="radio"/> 15-24%	<input type="radio"/> 15-24%
		<input type="radio"/> 0-14%	<input type="radio"/> 0-14%	<input type="radio"/> 0-14%	<input type="radio"/> 0-14%

**Comments:**

**Refrigerated Vending EXCEL Scoring Tool Worksheet**

<b>REFRIGERATED VENDING</b>		<b>Site 1:</b>	<b>Site 2:</b>	<b>Site 3:</b>	<b>Site 4:</b>
<b>Q1</b>	What is the type of vending machine surveyed? <u>Beverage</u> : complete Q4-9 only <u>Food</u> : complete Q2-3 only <u>Both</u> : complete all questions (Q2-9)	<input type="radio"/> Beverage	<input type="radio"/> Beverage	<input type="radio"/> Beverage	<input type="radio"/> Beverage
		<input type="radio"/> Food	<input type="radio"/> Food	<input type="radio"/> Food	<input type="radio"/> Food
		<input type="radio"/> Both	<input type="radio"/> Both	<input type="radio"/> Both	<input type="radio"/> Both
<b>Q2</b>	What percentage of healthy options is available?	<input type="radio"/> ≥50%	<input type="radio"/> ≥50%	<input type="radio"/> ≥50%	<input type="radio"/> ≥50%
		<input type="radio"/> 35-49%	<input type="radio"/> 35-49%	<input type="radio"/> 35-49%	<input type="radio"/> 35-49%
		<input type="radio"/> 25-34%	<input type="radio"/> 25-34%	<input type="radio"/> 25-34%	<input type="radio"/> 25-34%
		<input type="radio"/> 15-24%	<input type="radio"/> 15-24%	<input type="radio"/> 15-24%	<input type="radio"/> 15-24%
		<input type="radio"/> 0-14%	<input type="radio"/> 0-14%	<input type="radio"/> 0-14%	<input type="radio"/> 0-14%
<b>Q3</b>	Are the items labeled and correctly identified as a “healthy option?”	<input type="radio"/> yes <input type="radio"/> no			
<b>Q4</b>	What percentage of beverage choices contain less than or equal to 40 calories per serving?	<input type="radio"/> ≥ 75%			
		<input type="radio"/> 50-74%	<input type="radio"/> 50-74%	<input type="radio"/> 50-74%	<input type="radio"/> 50-74%
		<input type="radio"/> ≤49%	<input type="radio"/> ≤49%	<input type="radio"/> ≤49%	<input type="radio"/> ≤49%
<b>Q5</b>	Are beverages that contain more than 40 calories per serving only offered in servings less than 12 ounces?	<input type="radio"/> yes <input type="radio"/> no			
<b>Q6</b>	Is the available milk 1%, skim, or non-fat (fat-free)?  <i>Answer “NA” only if milk is <u>NOT</u> available.</i>	<input type="radio"/> yes <input type="radio"/> no			
		<input type="radio"/> NA	<input type="radio"/> NA	<input type="radio"/> NA	<input type="radio"/> NA
<b>Q7</b>	Does the non-dairy calcium fortified beverage meet defined specifications for sugar, protein, calcium, and fat?  <i>Answer “NA” only if non-dairy calcium fortified beverage is <u>NOT</u> available.</i>	<input type="radio"/> yes <input type="radio"/> no			
		<input type="radio"/> NA	<input type="radio"/> NA	<input type="radio"/> NA	<input type="radio"/> NA

## m-NEAT Section Worksheet | Vending Operations

<b>Q8</b>	Does the available juice have at least one that is 100% fruit juice with no added caloric sweeteners?	<input type="radio"/> yes	<input type="radio"/> no	<input type="radio"/> yes	<input type="radio"/> no	<input type="radio"/> yes	<input type="radio"/> no	<input type="radio"/> yes	<input type="radio"/> no							
	<i>Answer "NA" only if juice is <u>NOT</u> available.</i>	<input type="radio"/> NA		<input type="radio"/> NA		<input type="radio"/> NA		<input type="radio"/> NA								
<b>Q9</b>	Available vegetable juice has a sodium content (mg) of:	<input type="radio"/> <140 mg				<input type="radio"/> <140 mg				<input type="radio"/> <140 mg				<input type="radio"/> <140 mg		
	<i>Answer "NA" only if vegetable juice is <u>NOT</u> available.</i>	<input type="radio"/> ≤230 mg						<input type="radio"/> ≤230 mg						<input type="radio"/> ≤230 mg		
	<input type="radio"/> <140 mg (less than 140 mg)	<input type="radio"/> ≥231 mg						<input type="radio"/> ≥231 mg						<input type="radio"/> ≥231 mg		
	<input type="radio"/> ≤230 mg (140 – 230 mg)	<input type="radio"/> NA						<input type="radio"/> NA						<input type="radio"/> NA		
<input type="radio"/> ≥231 mg (more than 231 mg)																
<input type="radio"/> NA																

**Comments:**

# m-NEAT Section Worksheet | **Vending Operations**

**Date:** \_\_\_\_\_ **Vending Location:** \_\_\_\_\_ (Site:  1  2  3  4)

**Vendor Name:** \_\_\_\_\_ **Machine ID Number:** \_\_\_\_\_

**1. Food items are labeled and correctly identified as a “healthy option.”**  yes  no

*The vending machine contains labels that identify, at a glance, "healthy" options (i.e. Fit Pick™ items are labeled with Fit Pick™ logo) and the items are correctly labeled. In addition, is the Nutrition Facts Panel visible or is there a sign in close proximity to each item or selection button that includes a clear and conspicuous statement disclosing the number of calories contained in the article?*

**2. Conduct a physical inventory of all items in the vending machine using m-NEAT Physical Inventory sheets. List every food item in the machine (except gum and mints). Document slot number, item name/brand, package size (oz or grams), price, and pertinent comments.**

**3. What percentage of healthy options is available?**  >50%  35-49%  25-34%  15%-24%  0-14%

Total number of healthy options:   ÷ Total number of items:   x 100% =  %

*Identify healthy options that meet the Fit Pick™ Option 2 Criteria. Option 2 includes additional sodium, calorie, and trans-fat criteria not found in Option 1. For example: A 1.75oz package of Doritos does not meet the Fit Pick™ Option 1 criteria for sodium and calorie criteria for Option 2. In addition, please note that the calorie criteria for snacks (≤200 calories) is for the entire package NOT serving.*

Slot #	Item Name and Brand	Pkg Size (oz or g)	Price	Healthy Choice	COMMENTS
A1	Kellogg's Nutri Grain Cereal Bar Apple Cinnamon	1.30oz (37g)	\$1.00		
A2	Doritos Cooler Ranch	1.75 oz	\$1.00		

**REFRIGERATED VENDING (BEVERAGE AND/OR FOOD) WORKSHEET**

Date: \_\_\_\_\_ Vending Location: \_\_\_\_\_ (Site:  1  2  3  4)

Vendor Name: \_\_\_\_\_ Machine ID Number: \_\_\_\_\_

**INSTRUCTIONS:** Conduct a physical inventory of all items in the vending machine using the m-NEAT Physical Inventory Sheets. List every food item in the machine - slot number, item name/brand, package size, price, and nutrition facts information if readily available.

		REFRIGERATED VENDING	Select One	Comments
Type	Q1	<b>What is the type of Refrigerated Vending surveyed?</b> <u>Beverage</u> : complete questions 4-9 only <u>Food</u> : complete questions 2-3 only <u>Both</u> : complete all questions (Q2-9)	<input type="radio"/> Beverage <input type="radio"/> Food <input type="radio"/> Both	
		<b>What percentage of healthy options is available?</b> # Healthy Options <input type="text"/>   <input type="text"/> ÷ Total # options <input type="text"/>   <input type="text"/> x 100% = <input type="text"/> % <ul style="list-style-type: none"> <li>Identify healthy options that meet the <u>Fit Pick™ Option 2</u> Criteria.</li> <li>Option 2 includes sodium, calorie, &amp; trans-fat criteria not found in Option 1.</li> <li>For example: A 1.75oz package of Doritos does not meet the Fit Pick™ Option 1 criteria for sodium and calorie criteria for Option 2.</li> <li>In addition, please note that the calorie criteria for a meal entree (&lt;500 calories) or snack (&lt;200 calories) is for the entire package NOT serving.</li> </ul>	<input type="radio"/> ≥50% <input type="radio"/> 35-49% <input type="radio"/> 25-34% <input type="radio"/> 15-24% <input type="radio"/> 0-14%	
			Q2	
Refrigerated Foods	Q3	<b>Are the items labeled and correctly identified as a “healthy option?”</b>	<input type="radio"/> yes <input type="radio"/> no	

		REFRIGERATED VENDING	Select One	Comments
Refrigerated Beverages	Q4	<p><b>What percentage of beverage choices are low-calorie (contain less than or equal to 40 calories per serving)?</b></p> <p># Low-cal Beverages <input type="text"/> <input type="text"/> ÷ Total # Beverages <input type="text"/> <input type="text"/> x 100% = <input type="text"/> %</p>	<input type="radio"/> ≥ 75% <input type="radio"/> 50-74% <input type="radio"/> ≤49%	List all low-calorie beverages:
	Q5	<p><b>Do beverages (other than 100% fruit juice and unsweetened or unflavored milk) that contain more than 40 calories per serving only offered in servings less than 12 ounces?</b></p>	<input type="radio"/> yes <input type="radio"/> no	
	Q6	<p><b>Is the available milk 1%, skim, or non-fat (fat-free)?</b></p> <p><i>Answer "NA" only if milk is <u>NOT</u> available.</i></p>	<input type="radio"/> yes <input type="radio"/> no <input type="radio"/> NA	
	Q7	<p><b>Does the non-dairy calcium fortified beverage (such as soy or almond milk) meet defined specifications for sugar, protein, calcium, and fat?</b></p> <p>These beverages must be nutritionally comparable to 8oz of 2% milk:</p> <ul style="list-style-type: none"> <li>• &lt;12 grams of sugar per 8oz serving or less</li> <li>• ≤6 grams per 8 oz serving</li> <li>• ≤5 grams total fat</li> </ul> <p><i>Answer "NA" only if non-dairy beverage is <u>NOT</u> available.</i></p>	<input type="radio"/> yes <input type="radio"/> no <input type="radio"/> NA	
	Q8	<p><b>Does the available juice have at least one that is 100% fruit juice with no added caloric sweeteners?</b></p> <p><i>Answer "NA" only if juice is <u>NOT</u> available.</i></p>	<input type="radio"/> yes <input type="radio"/> no <input type="radio"/> NA	
	Q9	<p><b>Available vegetable juice has a sodium content (mg) of:.</b></p> <ul style="list-style-type: none"> <li>• &lt;140 mg (less than 140 mg)</li> <li>• ≤230 mg (139 – 230 mg)</li> <li>• ≥231 mg (more than 231 mg)</li> <li>• NA = no vegetable juice is available</li> </ul>	<input type="radio"/> ≤140 mg <input type="radio"/> ≤230 mg <input type="radio"/> ≥231 mg <input type="radio"/> NA	