

Appendix A

Best practice: Healthy food and beverage guidelines

To help you improve your work site food environment, research-based recommendations on healthy eating from the experts is summarized below. Use the information to define healthy foods and beverages at your organization based upon the beverage/food category. You may choose to start increasing the healthy options in just one category at a time or you may decide to have all your beverages and foods meet the preferred guidelines. The goal is to make healthy eating the easy choice for your employees.

Beverages

To meet minimum guidelines ...	To meet preferred guidelines ...
<p>Offer water that:</p> <ul style="list-style-type: none"> • Is carbonated or noncarbonated • Is flavored or sweetened with 100% fruit juice or artificial sweeteners and limited to 12 ounces or less <p>Offer coffee or tea that:</p> <ul style="list-style-type: none"> • Is unsweetened <p>Offer milk that:</p> <ul style="list-style-type: none"> • Is 1% (plain) • Is nonfat (plain or flavored) • Is a soy beverage (calcium- and vitamin D-fortified with ≤ 200 calories per container) <p>Offer fruit juice that:</p> <ul style="list-style-type: none"> • Is 100% fruit juice (12 ounce limit) • Is fruit juice combined with water or carbonated water (12 ounce limit, unsweetened) <p>Offer vegetable juice that:</p> <ul style="list-style-type: none"> • 100% vegetable juice (12 ounce limit; no added caloric sweeteners, and ≤ 200 mg of sodium per container) <p>Offer sugar-free diet soda, teas and sports drinks</p> <p>Offer low-calorie beverages that:</p> <ul style="list-style-type: none"> • ≤ 40 calories per container 	<p>Offer beverages that meet the minimum guidelines (See column at left) <i>and</i> meet the following guidelines</p> <p>Offer water (no size limit) that:</p> <ul style="list-style-type: none"> • Is carbonated or noncarbonated • Has no added sugar <i>and</i> • Has no artificial sweeteners <p>Offer sweetened water that:</p> <ul style="list-style-type: none"> • Is carbonated or noncarbonated • Is sweetened with 100% fruit juice (12 ounces or less) <i>and</i> • Has no artificial sweeteners <p>Offer milk that:</p> <ul style="list-style-type: none"> • Is 1% (plain) or nonfat (plain) or a soy beverage <p>Offer fruit juice that:</p> <ul style="list-style-type: none"> • Is 100% fruit juice (8 ounces or less) <p>Sodas, sports drinks, <i>sweet</i> teas are not offered</p>

Milk products

To meet minimum guidelines ...	To meet preferred guidelines ...
<p>Offer cheese, milk and yogurt that:</p> <ul style="list-style-type: none"> • Provide no more than 35% of calories from fat, • Have no more than 10% of calories from saturated fat per serving <i>and</i> • Have no trans fat • Have no more than 30 grams of total sugars in 8 ounce container yogurt (adjust proportionally for smaller containers) <p>Offer dairy milk that:</p> <ul style="list-style-type: none"> • Is nonfat (plain or flavored) or low fat (1%) <i>and</i> • Has 22 grams of sugar or less per 8-ounce portion <p>Offer soy milk that:</p> <ul style="list-style-type: none"> • Is calcium-and vitamin D fortified • Is ≤ 200 calories per container <p>Offer cheese that:</p> <ul style="list-style-type: none"> • Is nonfat or low fat <i>and</i> • Is less than 2 ounces per serving <p>Offer yogurt that:</p> <ul style="list-style-type: none"> • Is nonfat or low fat • Has no more than 4 grams of sugar per ounce or 30 grams per 8-ounce container 	<p>Offer milk products that meet the minimum guidelines (See column at left) <i>and</i> meet the following guidelines</p> <p>Offer milk that:</p> <ul style="list-style-type: none"> • Has no artificial sweeteners, colors or ingredients <p>Offer cheese that:</p> <ul style="list-style-type: none"> • Is 100% real cheese <p>Offer yogurt that:</p> <ul style="list-style-type: none"> • Is made with active cultures

Vegetables

To meet minimum guidelines ...	To meet preferred guidelines ...
<p>Offer vegetables that:</p> <ul style="list-style-type: none"> • Are non-fried fresh, frozen or canned (reduced sodium only), • Have no more than 35% of calories from fat, • Have no more than 10% of calories from saturated fat per serving <i>and</i> • Contain no trans fat <p>For juice, be sure it is prepared as :</p> <ul style="list-style-type: none"> • 100% juice with no added sugar • Limited to 12 ounces and • Contains ≤ 200 mg sodium per container 	<p>Offer vegetables that meet the minimum guidelines (See column at left) <i>and</i> meet the following guideline</p> <ul style="list-style-type: none"> • Contain no artificial sweeteners

Fruit

To meet minimum guidelines ...	To meet preferred guidelines ...
<p>Offer fruit that:</p> <ul style="list-style-type: none"> • Is fresh • Is canned or frozen <i>and</i> packed in its own juice or water with no added sugar • Is dried • Is prepared as 100% juice (12 ounce limit; no caloric sweeteners) <p>For dried fruit, be sure portion sizes are no larger than:</p> <ul style="list-style-type: none"> • Dried fruit: 1/2 cup or 1.5 ounces <p>And are no more than:</p> <ul style="list-style-type: none"> • 200 calories per package • 35% calories from fat (7 grams of fat per package) • 10% calories from saturated fat (2 grams saturated fat per package) • 0 grams trans fat • 200 mg sodium per package 	<p>Offer fruit that meets the minimum guidelines (See column at left) <i>and</i> meets the following guideline</p> <ul style="list-style-type: none"> • Contains no artificial sweeteners <p>For juice, be sure portion sizes are no larger than:</p> <ul style="list-style-type: none"> • 100% juice: 6–8 ounces (1 serving)

Grains

To meet minimum guidelines ...	To meet preferred guidelines ...
<p>Offer grains that:</p> <ul style="list-style-type: none"> • Have no more than 35% of their calories from fat, • Provide no more than 10% of calories from saturated fat per serving <i>and</i> • Have no trans fat <p>It's better if those grains also:</p> <ul style="list-style-type: none"> • Provide at least a 1/2 serving (8 grams) of whole grain <i>and</i> • Include at least 2 grams of fiber per serving <p>For snacks, be sure portion sizes are no larger than:</p> <ul style="list-style-type: none"> • Chips, crackers, popcorn: 1.25 ounces • Cookies, cereal bars: 2 ounces • Bakery items: 2 ounces <p>And snacks contain no more than:</p> <ul style="list-style-type: none"> • 200 calories per package • 35% calories from fat (7 grams of fat per package) • 10% calories from saturated fat (2 grams saturated fat per package) • 0 grams trans fat • 200 mg sodium per package 	<p>Offer grains that meet the minimum guidelines (See column at left) <i>and</i> meet the following guidelines:</p> <ul style="list-style-type: none"> • Provide at least a 1/2 serving (8 grams) of whole grain per serving in a snack product, or 50% of the grain ingredients are whole grain (whole grain as the first ingredient) • Include at least 3 grams of fiber per serving or 10% of the daily value of fiber, • Contain no artificial sweeteners <i>and</i> • Do not have sugar listed as the first or second ingredient <p>It's best for grains to contain no artificial colors or ingredients</p>

Meats (including fish, seafood and poultry), beans, nuts and seeds

To meet minimum guidelines ...	To meet preferred guidelines ...
<p>Offer meats and beans that:</p> <ul style="list-style-type: none"> • Are lean (less than 10 grams of fat, 4.5 grams of saturated fat and 95 mg of cholesterol per 3.5 ounces or 100 grams) <i>or</i> • Are extra lean (less than 5 grams of fat, 2 grams of saturated fat and 95 mg of cholesterol per 3.5 ounces or 100 grams) <p>Offer meats that:</p> <ul style="list-style-type: none"> • Have no more than 35% of calories from fat, • Have no more than 10% of calories from saturated fat per serving <i>and</i> • Have no trans fat • No more than ≤ 480 mg sodium in entrée size package or ≤ 200 mg sodium in snack size package <p>Offer nuts and seeds that:</p> <ul style="list-style-type: none"> • Do not have sugar listed as the first ingredient <p>Offer peanut butter or other nut butters that:</p> <ul style="list-style-type: none"> • Have no added sugar <i>and</i> • Have no trans fat <p>Be sure portion sizes are no larger than:</p> <ul style="list-style-type: none"> • Meats: 3 ounces • Nuts and seeds: 1.5 – 2 ounces • Nut butters: 2 tablespoons 	<p>Offer meats, beans, nuts and seeds that meet the minimum guidelines (See column at left) <i>and</i> meet the following guidelines:</p> <p>Offer nuts and seeds that:</p> <ul style="list-style-type: none"> • Have no artificial sweeteners • Have no added sugar • Have no added fat <i>and</i> • Are no more than 1.5 ounces

Combination foods

Entrées, burgers and sandwiches, desserts, side dishes and snacks

To meet minimum guidelines ...	To meet preferred guidelines ...
<p>Serve entrees, burgers and sandwiches that:</p> <ul style="list-style-type: none"> • Are no more than 400 calories, • Have no more than 35% total calories as fat (15 grams of fat), • Have no more than 10% calories from saturated fat (4 grams of saturated fat) • 0 grams trans fat • No more than 35% calories from total sugar (15 grams of total sugars) <i>and</i> • Have about 480 mg of sodium <p>Serve desserts, side dishes and snacks that:</p> <ul style="list-style-type: none"> • Are no more than 200 calories • Have no more than 35% calories from fat (7 grams of fat)*, • Have no more than 10% saturated fat (2 grams of saturated fat)*, • Have no trans fat, • Have no more than 35% of calories from total sugars (10 grams of sugar)** <i>and</i> • Have 200 mg of sodium or less <p><i>*Exception of packages that contain 100% nuts or seeds</i> <i>**Exception of yogurt that will not contain more than 30 grams of total sugars per 8 ounce container</i></p>	<p>Follow the minimum guidelines (See column at left) <i>and</i> contain at least two of the following in each category:</p> <p>Serve entrées, burgers and sandwiches that:</p> <ul style="list-style-type: none"> • Ensure that at least 50% of grains are whole grains (determined by product having whole grains as first ingredient) <i>and/or</i> • Ensure that 1/4 cup of fruit <i>and/or</i> • Ensure that 1/4 cup non-fried vegetable <i>and/or</i> • Ensure that 1/4 cup fat-free/low-fat dairy <i>and/or</i> • 1 ounce of nuts or 1 Tbsp. nut butter <i>and/or</i> • At least 10% of the Daily Value of naturally occurring nutrient (calcium, potassium, vitamin D or fiber) <p>Follow the minimum guidelines (see column at left) <i>and</i> contain at least one of the following in each category:</p> <p>Serve desserts, side dishes and snacks that:</p> <ul style="list-style-type: none"> • Ensure that at least 50% of grains are whole grains (determined by product having whole grains as first ingredient) <i>and/or</i> • Ensure that 1/4 cup of fruit <i>and/or</i> • Ensure that 1/4 cup non-fried vegetable <i>and/or</i> • Ensure that 1/4 cup fat-free/low-fat dairy <i>and/or</i> • 1 ounce of nuts or 1 Tbsp. nut butter <i>and/or</i> • At least 10% of the Daily Value of naturally occurring nutrient (calcium, potassium, vitamin D or fiber)

Condiments

To meet minimum guidelines ...	To meet preferred guidelines ...
<p>Offer fats that:</p> <ul style="list-style-type: none"> • Are made with unsaturated oils such as canola or olive oil • Exclude trans fat <p>Provide choices, such as:</p> <ul style="list-style-type: none"> • Olive oil or trans fat-free oils served alongside butter • Herb blends served alongside salt 	

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