## How to Implement the Guidelines for Food and Beverage Sales in BC Schools



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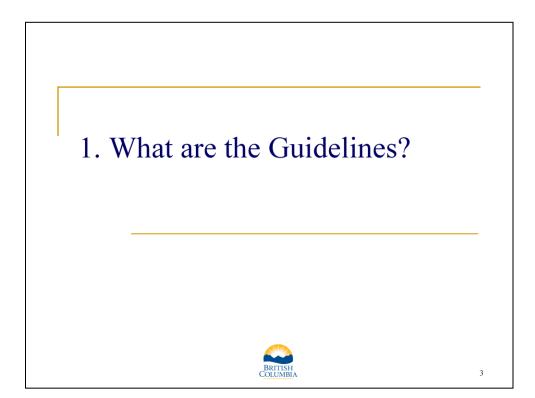


### Outline



- What are the Guidelines?
- 2. How do I know if a food or beverage meets the Guidelines?
- 3. How do I use the Nutrient Criteria?
- 4. How do I use the Brand Name Food List?
- 5. How do I use the Checklist?
- 6. How do I score a combo meal?
- 7. How do I apply the 50% "Sell Most" rule?





### What are the Guidelines?



The Guidelines are one component of the Healthy Schools BC initiative, which supports schools in addressing all areas of health through education, policies, community partnerships and the surrounding school environment.

To access programs and supports for healthy schools, visit www.healthyschoolsbc.ca





### What are the Guidelines?

- The Guidelines define the minimum nutrition standard for the sale of healthy food and beverages in B.C. public schools.
- The Guidelines apply to all food and beverages <u>sold</u> to students.
- Full implementation of the Guidelines is expected by September 2014



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The Guidelines were first published in 2005 and mandated for all public schools since 2008.

The Guidelines define the minimum nutrition standard for the sale of healthy food and beverages in BC public schools.

The Guidelines apply to all food and beverages sold to students in BC public schools and at school-sanctioned events, both on and off campus. Examples include: school vending machines, stores, and cafeterias; parent organized lunch sales; school organized fun fairs and bake sales; and food and beverages sold to students during sporting event or field trips.

In contrast, the Guidelines DO NOT apply to lunches brought from home; food and beverages provided by parents which are not being sold to students; food prepared by students as part of class projects and consumed by students without being purchased; and food and beverages sold to adults as fundraisers.

Schools are expected to begin applying the new Guidelines immediately with full implementation required by September 2014.

2. How do I know if a food or beverage meets the Guidelines?



# How do I know if a food or beverage meets the Guidelines?

The Guidelines Manual includes two tools to score food and beverages against the minimum nutrition standard:

- 1. The Nutrient Criteria
- 2. The Checklist

The score determines whether or not a food or beverage is eligible for sale in schools.



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# How do I know if a food or beverage meets the Guidelines?

- 1. The **Nutrient Criteria** tool is used to score **prepackaged** food and beverages.
  - Food and beverages must have nutrition information
  - Items score as Sell Most, Sell Sometimes, or Do Not Sell
- 2. The **Checklist** is used to score **freshly made** food and beverages.
  - Food and beverages do not have nutrition information
  - Score as Sell or Do Not Sell



- The Nutrient Criteria tool is used to score prepackaged food and beverages. Items
  must have nutrition information available, typically in the form of a Nutrition Facts
  Table and Ingredient list on the package. An example would be a 250ml carton of
  milk. Items score as Sell Most, Sell Sometimes or Do Not Sell. Only Sell Most and
  Sell Sometimes prepackaged products are eligible for sale in schools.
- 2. The Checklist is used to score freshly made food and beverages. These items do not have nutrition information available for the finished product. An example would be a cake made by a parent as part of a school bake sale. Items score as Sell or Do Not Sell. Only items that score as Sell are eligible for sale in schools.

3. How do I use the Nutrient Criteria?



#### How do I use the Nutrient Criteria?

- Use the Nutrient Criteria to score prepackaged food or beverages labelled with an ingredient list and nutrition facts table. Two options:
  - Compare the nutrition information on the product label to the Nutrient Criteria to determine the score.

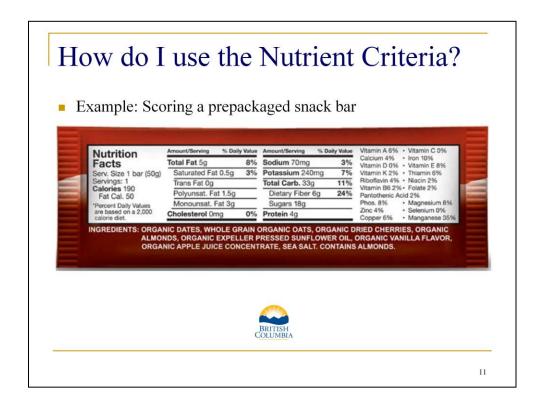
#### OR

 Check the Brand Name Food List for products that have been pre-scored against the Nutrient Criteria. If you can't find the product, submit it to the Brand Name Food List administrator for scoring. (see Section 4)



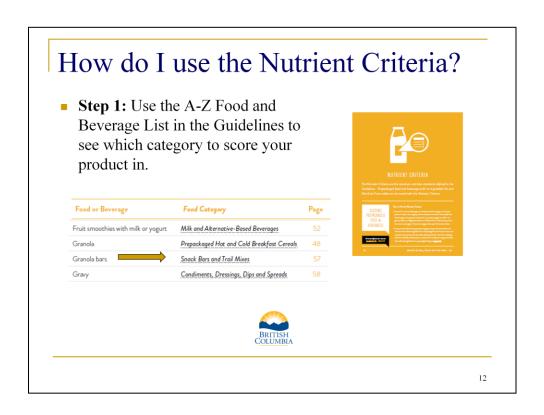
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The Nutrient Criteria charts are found in section 5 of the Guidelines manual. Use the Nutrient Criteria to score prepackaged food or beverages labeled with an ingredient list and nutrition facts table. To determine the score of a prepackaged product you can either compare the nutrition information on the product label to the Nutrient Criteria OR more simply, you can check the Brand Name Food List (www.brandnamefoodlist.ca) for products that have been pre-scored against the Nutrient Criteria. If you can't find the product, you can submit it to the Brand Name Food List administrator for scoring. Section 4 of this presentation provides an overview of the Brand Name Food List.

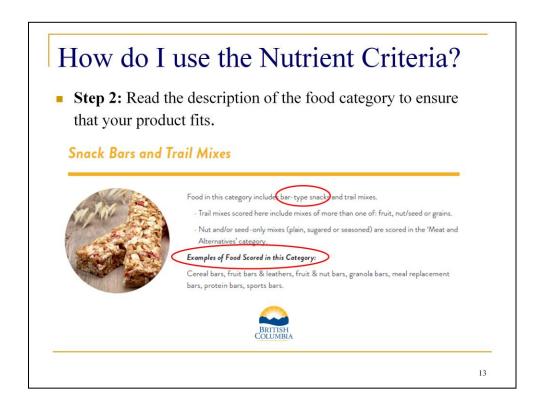


Let's use the example of the prepackaged snack bar to walk through how to manually score a prepackaged item using the Nutrient Criteria. As you can see, the product wrapper includes the Nutrition Facts Table and the Ingredient List. Both of these pieces of information are needed to score a prepackaged item.

This example will help you understand how the Nutrient Criteria is used to score a product. Remember that you can you can use the Brand Name Food List to submit prepackaged products for scoring if you prefer not to score them yourself.

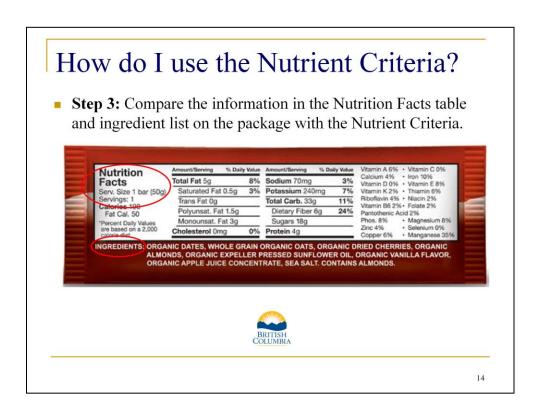


The first step is to use the A-Z Food and Beverage List in the Guidelines manual to see which food or beverage category to score your product in. There are 14 categories in total: 3 beverage categories and 11 food categories. Scroll down the A-Z list until you find your product or something similar. For this example you might identify granola bars as similar product. The corresponding category is Snack Bars and Trail Mixes. Turn to page 57 in the Guidelines Manual to find the Nutrient Criteria chart for the Snack Bars and Trail Mixes category. You will use this chart to score the bar.



To confirm that you are using the correct category to score your product in, read the description of the category. The description of the Snack Bars and Trail Mixes category reads: Food in this category includes bar-type snacks and trail mixes. This seems to be a good fit for the snack bar example.

You can also use the list of food examples to ensure that you've selected the correct category. Examples of food scored in the Snack Bar and Trail Mixes category include cereal bars, fruit bars and leathers, fruit and nut bars, granola bars, meal replacement bars, protein bars, sports bars.



After selecting the appropriate food or beverage category, compare the nutrition information on the label with the nutrient criteria. Prepackaged products are scored based on portion sold. For this product, the portion is one bar. The nutrient information on the Nutrition Facts Table is provided per one bar.

	Sell Most		Do Not Sell	
Whole Grain	If first ingredient is a grain, the grain must be a whole grain	No whole grain criteria	No whole grain criteria	
Calories	300 calo	More than 300 calories		
Fat	5 g or loss (If peanuts, nuts or seeds are the first or second ingredient, it is exempt from the fat criteria)	7 g or less (If peanuts, nuts or seeds are the first or second ingredient, it is exempt from the fat criteria)	More than <b>7</b> g	
Saturated Fat	380	More than 3 g		
Trans Fat	5% or less	More than 5% of total fat		
Sodium	200 mg or less	300 mg or less	More than 300 mg	
Sugars	6 g or less *If fruit is the first or second ingredient may have up to 20 g sugar.	16 g or less *If fruit is the first or second ingredient may have up to 30 g sugar.	More than <b>16 g</b> *If fruit is the first or second ingredient product has more than <b>30 g</b> of sugar.	
Sugar Ingredients	First ingredient may not be a sugar	First ingredient may not be a sugar	First ingredient is a sugar	
Sugar Substitutes	NO Sugar Substitutes	NO Sugar Substitutes except in Secondary Schools	Contains Sugar Substitutes except in Secondary Schools	
Caffeine	15 mg	More than 15 mg or 'caffeine' listed in ingredient list and amount not indicated on label		
Additional Ingredients	NO cautionary statements and NO ingredients listed on the label	Food label has a cautionary statement or a specific quantity of botanical ingredients listed on the label		

This is a screen shot of the nutrient criteria chart for the Snack Bars and Trail Mixes category. Compare the nutrient criteria, line by line, with the Nutrition Facts table and ingredient list on the snack bar. If any single nutrient, such as fat, saturated fat, trans fat etc., falls within the Do Not Sell criteria, the bar scores as Do Not Sell and is not eligible for sale in schools. This particular snack bar scores as Sell Most since it meets each of the 11 Sell Most criteria.

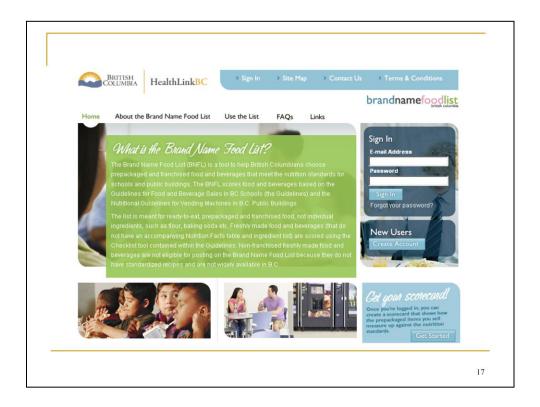
To be eligible for sale in schools, prepackaged food and beverages must score as Sell Most or Sell Sometimes.

If you are familiar with the 2010 Nutrient Criteria, you may notice some changes. There are new and revised criteria related to whole grain ingredients, trans fat, sugar substitutes and additional ingredients. You can learn more about these criteria in Appendix B of the Guidelines, "Understanding the Nutrition Information on the Food Label". Appendix B also explains how to calculate percent fat of total fat to see if your product meets the trans fat criteria. Please note that the trans fat calculator can do this calculation for you. It is available at: www.restricttransfat.ca. The link is included in the Manual.

Remember to call 8-1-1 and speak with a HealthLinkBC dietitian for help scoring a product.

4. How do I use the Brand Name Food List?





The Brand Name Food List (or BNFL) is a database of prepackaged food and beverages that have been pre-scored against the Nutrient Criteria. Products are posted on the list regardless of how they score: Sell Most, Sell Sometimes, or Do Not Sell. The BNFL can be accessed from the Healthy Eating, For Schools and Community webpage on the HealthLinkBC website (www.healthlinkbc.ca) or at www.brandnamefoodlist.ca. Dietitian Services at HealthLinkBC manages and maintains the BNFL. Call 8-1-1 to speak with a HealthLinkBC dietitian for help using the Brand Name Food List.



You can use the Brand Name Food List to search for products and their score, submit a product for scoring, and track the progress of a food sales outlet using the Scorecard feature.

Ho Lis		use the l	Brand Name Food	
		and and havers	ges and their score	
Sea Com	rch the List plete the "Search Criteria" f	orm to find the score (Sell Most, Sell S	Sometimes, and Do Not Sell) for products in the List. You can sort by rer name to see Nutrition Facts table for that product.	
Se	arch Criteria			
	Keyword Manufacturer Name Product Name Flavour	granola bar	Product / Package Size Units Food Grouping Select Food Grouping Select Food Grouping Sell Most Sell Sometimes  Sell Category Do Not Sell  Scoring Criteria Elementary Schools	
		Search	Clear Form	
		B	RITISH LUMBIA	
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Use the "Search the List" function to find the score of a specific food or beverage. You can search for a product by keyword (e.g. granola bar), manufacturer name (e.g. Quaker), or product name (e.g. Chewy Dips Peanut Butter Granola Bar). You can also search by "Food Grouping" (e.g. Grain Products; Soups, Other Beverages etc). If you can't find the product you are looking for, you can submit it for scoring.

If instead you want to find a type of product (e.g. a list of Sell Most granola bars) that meets the Guidelines, you can limit your search by selecting "Sell Most" and/or "Sell Sometimes" in the "Sell Category". You can further limit your search by selecting "Elementary", "Middle", or "Secondary" under "Scoring Criteria" depending on the setting.

	Keywor Ifanufacturer Nan Product Nan Flavor	ne	Produ	Sell Cat	ouping Select Food (	Sell Sometimes
Your search	returned 10 ltd	ems	· ·	75	Р	rint my search results
Manu	facturer Name	Product Name	Flavour	Size	Food Grouping	Sell Category
Nature	e's Path	Organic Sweet and Sa	Mmmaple Pecan F	36 g	Snack Bars and Tr	ell Sometimes
Nature	e's Path	Organic Sweet and Sa	Peanut Buddy	35 g	Snack Bars and Tr	Sell Sometimes
Nature	e's Path	Organic Sweet and Sa	Peanut Choco	356 g	Snack Bars and Tr	Sell Sometimes
Nature	e's Path	Organic Trail Mix Che	Pumpkin-n-Spice	35 g	Snack Bars and Tr	Sell Sometimes
Nature	e's Path	Organic Trail Mix Che	Sunny Hemp Hem	35 g	Snack Bars and Tr	Sell Sometimes
Nature	e's Path	Organic Yogurt Chewy	Berry Strawberry Fl	35 g	Snack Bars and Tr	Sell Sometimes
Nature	e's Path	Organic Yogurt Chewy	Lotta' Apricotta	35 g	Snack Bars and Tr	Sell Sometimes
Taste	of Nature	Homegrown Granola	Go Ontario! Cherry	40 g	Snack Bars and Tr	Sell Sometimes
Casca	idia Gluten Fr	Granola Bar	Granola	60 g	Snack Bars and Tr	Do Not Sell
Casca	idia Gluten Fr	Granola Bar - Nut Free	Nut Free	60 g	Snack Bars and Tr	Do Not Sell
<b>8 6 –</b>		-00				Page 1 of 1 (10 items

These are the results when searching "granola bar" as a keyword. The results are based on the nutrient criteria for Elementary Schools. As indicated in the bottom right corner, there are 10 items relevant to this search. Keep in mind that these screen shots were taken early in 2014 when the List was being upgraded to align with the 2013 Guidelines. New products are being added to the List each week so the numbers of products in each category is constantly changing.

Scroll through the results to identify your product and the score. Be sure to cross-check your product information with the information on the BNFL. Compare the exact product name, flavour, and package size to be sure you have found the correct product and score.

If you can't find your product, you can run another search using different search terms. If the product is not on the list, you can submit your item to the BNFL for scoring.

# How do I use the Brand Name Food List?

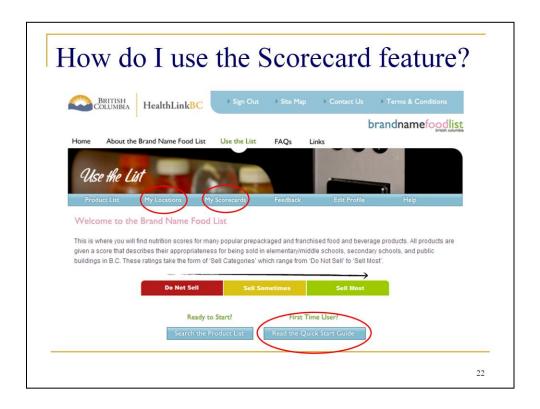
- Submit a product to the BNFL for scoring by emailing a copy of the product label, including the:
  - Manufacturer and product name
  - Package size, serving size
  - Ingredient list
  - Nutrition Facts Table



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All users of the BNFL can submit products to the BNFL for scoring, including: parents, teachers, school administrators, PAC members, food manufacturers, students etc. To submit your item for scoring follow the instructions on the Brand Name Food List. You will need to scan and email a copy of the product label to the BNFL administrators. The product label must include: the manufacturer and product name; package size and serving size; ingredient list, and the Nutrition Fact Table.

For food manufacturers, a copy of the product specification sheet with the same nutrition information is acceptable.



Another feature to be familiar with on the Brand Name Food List is the Scorecard. This feature lets you track your progress in implementing the Guidelines in different food sales outlets. The scorecard provides documentation that you are meeting, or working towards meeting, the Guidelines. You can print your scorecards and save them as a pdf.

You will need to first create a location (e.g. gym vending machine) and then create a scorecard for the location. Use the "Quick Start Guide" on the BNFL website for step-by-step instructions on how to create locations and scorecards.

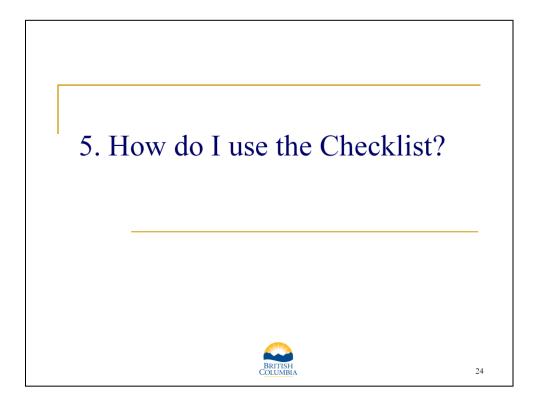
The My Locations section is where you can create, edit, and delete your locations. You must create a location before creating a scorecard.

The My Scorecards section is where you can create a new scorecard, or view your active and completed scorecards.

Name	Product Name	Flavour	Size	Food Grouping	Quantity	Category
Dairyland	1% MF Partly Skimmed Milk	Milk	250.00	Milk and Alternative Beverages	9	Sell Most
Dairyland	1% MF Chocolate Partly Skimmed Milk (25% less sugar)	Chocolate	250.00	Milk and Alternative Beverages	9	Sell Sometimes
logo	Nomad Drinkable Yogurt	Strawberry	300.00	Milk and Alternative Beverages	4	Do Not Sell
logo	Nomad Drinkable Yogurt	Tropical	300.00	Milk and Alternative Beverages	5	Do Not Sell
Unique Beverage Company	Cascade Ice	Acai Blueberry Pomegranate	509.00	Other Beverages	1	Sell Sometimes
	on Not Sell  ems(20%)	Sell Sometin 27 items(60	e e e e e e e e e e e e e e e e e e e	9	Sell Most items(20%)	

Here is an example of a scorecard generated for a beverage vending machine in a secondary school. The screen shot captures a partial list of all of the beverages available in this particular vending machine. For this scenario, we'll imagine that the vending machine has 5 rows, each with 9 selections, for a total of 45 selections. The number under the "Quantity" field corresponds with the number of selections (or slots) taken up by a particular product. For instance, Dairyland 1% milk fills 9 selections (or 1 row) in the vending machine.

The "Scorecard Results" at the bottom of the screen show that this vending machine does not meet the Guidelines since nine items score as "Do Not Sell" and are not eligible for sale in schools. Items scoring as Do Not Sell must be removed to comply with the Guidelines. Also, at least 50% of food and beverages in a vending machine must score as Sell Most, and the remainder as Sell Sometimes. This means at least 50% (or half) of the selections in this machine must be stocked with Sell Most beverages. Only 9 items (20%) are Sell Most.



### How do I use the Checklist?

- Used to score freshly made food and beverages that do not come with nutrition information
- Completed by the food provider
- Focuses on commonly used ingredients that are key contributors of sodium, sugar, and fat.





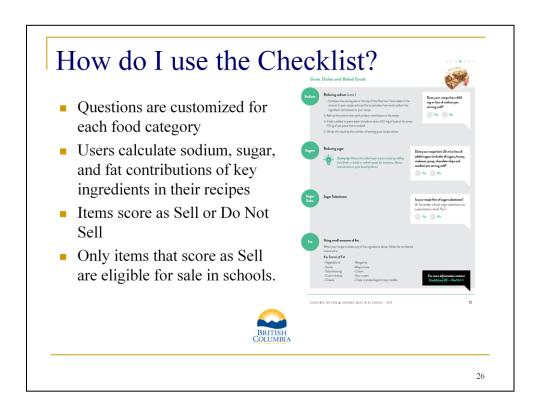
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The Checklist is used to score freshly made food and beverages. The Checklist tool is found in the Guidelines Manual.

The Checklist is used to assess food and beverages that do not have nutrition information for the finished product. For example, a freshly made soup made in a school cafeteria.

The Checklist must be completed by the food provider; that is, the person who prepares the food. Only the person preparing the item has access to the necessary ingredient information (i.e. Nutrition Facts Tables and ingredient lists on the food labels of key ingredients) required to use the Checklist. For example, a caterer providing hot lunches to a school is responsible for using the Checklist to score any freshly made menu items.

The Checklist focuses on key contributors of sodium, sugar and fat specific to each food and beverage category.



Here is a screen shot of the Checklist, specifically the Grain Dishes and Baked Goods Checklist.

Questions in the Checklist are customized for each of the 8 food categories. Most of the food categories ask the user to calculate the sodium and fat contributions of key ingredients in their recipes. Users follow the numbered steps to calculate the contribution of sodium and/or fat from key ingredients used in the recipe.

After completing any necessary calculations and answering "yes" or "no" to each of the bolded questions in the category, the user can score the recipe. If all answers are "yes", the recipe scores as Sell and is eligible for sale. If there are any "no" checkmarks, the recipe scores as Do Not Sell and is not eligible for sale.

Call 8-1-1 to speak with a HealthLinkBC dietitian for help using the Checklist or for assistance modifying a recipe so that it scores as Sell and meets the Guidelines.

6. How do I score a combination meal?



### How do I score a combination meal?

To score a combo meal with freshly made soup, sandwich and a prepackaged carton of chocolate milk:

- Score each food and beverage item individually:
  - Freshly made soup and sandwich are scored using the Checklist
  - Chocolate milk is scored using the Nutrient Criteria
- To be eligible for sale:
  - Soup and sandwich must score as Sell
  - Chocolate milk must score as Sell Sometimes or Sell Most



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How are the Guidelines applied to combination meals that include both freshly made items and prepackaged items? There are no specific requirements or criteria for combination meals, instead each item in a combination meal is scored individually.

For example, if a cafeteria sells a combo meal of freshly made soup and sandwich and a carton of chocolate milk, each item needs to be scored individually:

The freshly made soup is scored using the Checklist

The freshly made sandwich is scored using the Checklist

The carton of chocolate milk is scored using the Nutrient Criteria

To be eligible for sale:

The soup and sandwich must both score as Sell

The chocolate milk must score as Sell Sometimes or Sell Most

Any combination of items is acceptable in a combo meal, as long as each individual item meets the Guidelines.

7. How do I apply the 50% "Sell Most" rule?



# How do I apply the 50% "Sell Most" rule?

- The Guidelines require that at least 50% of <u>prepackaged</u> food and beverages sold to students in each sales venue score as "Sell Most". The remainder should score as "Sell Sometimes"
- The 50% Sell Most rule:
  - applies to <u>each</u> sales outlet individually (e.g. vending machine; school store; cafeteria; PAC lunch etc)
  - applies to prepackaged food and beverages <u>separately</u>



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The Guidelines require that at least 50% of prepackaged food and beverage items score as Sell Most. The remainder can score as Sell Sometimes. Food and beverages in the Do Not Sell category should not be sold to students.

The 50% Sell Most rule is applied to each sales outlet individually, and applies to prepackaged food and beverages separately. This means that for any sales outlet, at least half of all food items need to be Sell Most items AND at least half of all beverage items need to be Sell Most.

For example, any single vending machine containing BOTH food and beverage items must stock at least 50% Sell Most food items and up to 50% Sell Sometimes food items AND at least 50% Sell Most beverages and up to 50% Sell Sometimes beverages. A cafeteria would also need to stock at least 50% Sell Most food items and up to 50% Sell Sometimes food items AND at least 50% Sell Most beverages and up to 50% Sell Sometimes beverages.

# How do I apply the 50% "Sell Most" rule?

- The 50% rule does NOT apply to freshly made food and beverages.
- Freshly made food and beverages are scored using the Checklist as "Sell" or "Do Not Sell".
- All (100%) freshly made food and beverages must score as "Sell" to be sold in schools.



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The 50% rule only applies to prepackaged products that come with nutrition information and are scored with the Nutrient Criteria as "Sell Most", "Sell Sometimes", or "Do Not Sell".

The 50% rule does NOT apply to freshly made food and beverages. These foods are scored with the Checklist as either "Sell" or "Do Not Sell".

All (100%) freshly made food and beverages must score as "Sell" to be sold in schools.

## Dietitian Services at HealthLinkBC

#### Call 8-1-1

to speak to a Registered Dietitian

Monday to Friday: 9am - 5pm

Translations services are available in more than 130 languages HealthLink BC Dietitians can also answer your questions by email

www.healthlinkbc.ca



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The Registered Dietitians at HealthLinkBC are available to support the implementation of the 2013 edition of the Guidelines.

Individualized support over the phone by a Registered Dietitian is available by dialing 8-1-1 anywhere in the province. This is a free service for all residents of BC.

HealthLinkBC dietitians are available Monday to Thursday 8am to 8pm and Friday 8am to 5pm. Alternatively, you can email a HealthLinkBC dietitian by clicking on "Email a HealthLinkBC Dietitian" under "Contact a Dietitian". HealthLinkBC dietitians can answer questions about the Guidelines as well as any other questions about healthy eating, food and nutrition. They can offer assistance when using the Nutrient Criteria or Checklist and provide suggestions for recipe reformulation and menu planning. They can also answer questions related to the Brand Name Food List, including how to search the database and how to submit products for scoring.

Additional support from the Provincial Food Policy dietitians at HealthLinkBC can be requested to fill gaps in communities. Schools can request an orientation to the Guidelines and training on using the new Checklist tool for scoring freshly made food and beverages. Call Dietitian Services at 8-1-1 to submit a specific training request.

### We want to hear from you

- Did this presentation meet your expectations?
- Will this information help you put the Guidelines into action?
- Is there anything that could be changed to improve the presentation?
- Email us your thoughts and comments at foodpolicy@gov.bc.ca

Your feedback will help shape future presentations.

