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



Dean Simmons \& Andrea Godfreyson
Registered Dietitians
Provincial Food Policy Service
HealthLinkBC

## Outline

1. 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?

## 1. What are the Guidelines?

## 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 sold to students.
- Full implementation of the Guidelines is expected by September 2014

COLUMBIA

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.

The Guidelines Manual includes two tools that score food and beverages against the minimum nutrition standard. The score determines whether or not a food or beverage is eligible for sale in schools.

# 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


1. 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 250 ml 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)

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.

## How do I use the Nutrient Criteria?

- Example: Scoring a prepackaged snack bar


COLUMBIA

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.

## How do I use the Nutrient Criteria?

- Step 1: Use the A-Z Food and Beverage List in the Guidelines to see which category to score your product in.

| Food or Beverage | Food Cotegory | Page |
| :---: | :---: | :---: |
| Fruit smoothies with milk or yogurt | Milk ond Aternotive-Bosed Beveroges. | 52 |
| Granola | Prepockoged Hot and Cold Breokfost Cereols. | 48 |
| Granola bars $\square$ | Snock Bars ond Troil Mixes. | 57 |
| Gray | Condiments, Dressings, Dips ond Spreeds. | 58 |



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.

## How do I use the Nutrient Criteria?

- Step 2: Read the description of the food category to ensure that your product fits.


## Snack Bars and Trail Mixes



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.

## How do I use the Nutrient Criteria?

- Step 3: Compare the information in the Nutrition Facts table and ingredient list on the package with the Nutrient Criteria.


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.


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.

# How do I use the Brand Name Food List? 



- Use the Brand Name Food list to:
- Search for food and beverages and their score
- Submit an item for scoring and adding to the list
- Create a Scorecard to track implementation of the Guidelines in a food sales outlet


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.

## How do I use the Brand Name Food List?

- Search for food and beverages and their score

Search the List
Complete the "Search Criteria" form to find the score (Sell Most. Sell Sometimes, and Do Not Sell) for products in the List. You can sort by the cofumns to reorder the search results and click on any manufacturer name to see Nutrition Facts table for that product.


COLUMBIA
$\qquad$

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.


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

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.

## How do I use the Scorecard feature?



This is where you will find nutrition scores for many popular prepackaged and franchised food and beverage products. All products are given a score that describes their appropriateness for being sold in elementary/middle schools, secondary schools, and public buildings in B.C. These ratings take the form of 'Sell Categories' which range from 'Do Not Sell' to 'Sell Most'


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.


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.

## 5. How do I use the Checklist?

## 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.


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.

## How do I use the Checklist?

- Questions are customized for each food category
- Users calculate sodium, sugar, and fat contributions of key ingredients in their recipes
- Items score as Sell or Do Not Sell
- Only items that score as Sell are eligible for sale in schools.


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

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 prepackaged 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 each sales outlet individually (e.g. vending machine; school store; cafeteria; PAC lunch etc)
- applies to prepackaged food and beverages separately

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.

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.


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.

