




PARKS AND RECREATION DEPARTMENT POLICY AND PROCEDURE

Subject	Healthy Vending Machine Policy	Reference Number PR-P-002
Section	Purchasing	Effective Date September 5, 2013
Applicability	All Parks and Recreation office and facility vending machines	Supersedes Policy Dated
Director Approval		Signature Date August 30, 2013

Purpose: The purpose of this policy is to establish nutritional standards for the food and drinks served in vending machines at PARD facilities in order to provide city employees and visitors with nutritious food and beverage options and to promote a healthy work environment.

Authority: As per the City of Austin Personnel Policies, the Parks and Recreation Department Director has the authority and responsibility of maintaining efficiency within the operation and determining the methods of operation to accomplish the department mission and objectives.

Policy: It is the policy of the Parks and Recreation Department (PARD) to establish nutritional standards for vending machines located in Department facilities and ensure vendor compliance with established standards.

Definitions:

Snack: a type of food meant to provide a brief supply of energy to the body.

Entrée: a food generally prepared as the primary food in a meal and may include - but is not limited to - sandwiches, burritos, pasta, and pizza.

Food: anything that has calories and is prepared for and is suitable for consumption as nourishment.

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Beverage: any liquid suitable for consumption.

Water: defined as 100% pure natural water containing no additives.

Procedures:

The Contract Compliance Administrator shall act as the contact person for product selection under this policy and work with staff and to ensure the vendor stocks policy compliant products in PARD vending machines. The Contract Compliance Administrator will also work with the Purchasing Department in the event that the vendor is not compliant with nutritional standards for vending machines.

Each PARD facility will name a single point of contact to monitor compliance. In the event that a site single point of contact notes that a vending machine is non-compliant, that staff member will contact the Contract Compliance Administrator.

The nutritional standards for vending machines are as follows:

- a. **Food standards:** At least fifty percent (50%) of food items offered in the vending machines shall meet all of the following food item standards:
 - i. Not more than thirty-five percent (35%) of calories from fat (with the exception of nuts and seeds, nut butters, eggs, non-fried vegetables, and cheese packaged for individual sale. Snack mixes must meet 35% rule)
 - ii. Not more than ten percent (10%) of calories from saturated fat (excluding eggs and cheese packaged for individual sale)
 - iii. Not more than thirty-five percent (35%) total weight from sugar and caloric sweeteners (with the exception of fruits and vegetables that have not been processed with added sweeteners)
 - iv. Items shall not contain more than 360 mg of sodium per serving
 - v. Not more than 250 calories per individual package for snack items
 - vi. Not more than 400 calories per individual package for entrée items

- b. Food items consideration may also include the following two (2) standards:
 - i. Items shall not contain trans fats that are added during processing
 - ii. At least one (1) item must meet the FDA definition of low sodium (less than 140 mg/serving)

- c. **Beverage standards:** At least fifty percent (50%) of beverages offered in each vending machine shall be one or a combination of the following:
 - i. Fruit-based drinks that are composed of no less than 50% fruit juice and that have no added sweeteners
 - ii. 100% fruit/vegetable juice (Maximum 12 oz; smaller serving sizes are preferred)
 - iii. Water

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- iv. Nonfat or 1% milk (including soy milk, rice milk, and other similar dairy or nondairy milk. No flavored milks)
- v. Unsweetened coffee or tea
- vi. All other non-caloric beverages, including diet soda

2. Pricing

- a. Items meeting the food or beverage nutrition standards must be sold at a price that is equivalent to or lower than the price of similar foods or beverages that do not meet the nutrition standards

3. Labeling

- a. Vendors shall utilize a labeling system to identify items meeting the nutritional standards

Attachments:

FAQ for Facility Managers: Healthy Vending / Attachment A- 1 of 1
 PARD Vending Locations / Attachment B- 1 of 4

Supersession History

- 1.
- 2.
- 3.

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FAQ for Facility SPOC: Healthy Vending Policy

How do I know what products meet the 50% healthy vending requirements?

Obtain the list of proposed products from the vendor and compare the list to the following standards:

Snacks
Calories: Food must not exceed 250 Calories (400 for entrée)
Fat: Total fat may be no more than 35% of Calories, with the exception of nuts and seeds, nut butters, eggs, non-friend vegetables and cheese.
Saturated Fat: Must be no more than 10% of Calories, with the exception of eggs and cheese.
Sugar: Not more than 35% total weight from sugar and caloric sweeteners, with the exceptions of fruits and vegetables that do not have added sweeteners.
Sodium: Must not exceed 360 mg sodium.
Beverages
100% fruit/vegetable juice (Maximum 12 oz.)
Fruit-based drinks that are composed of no less than 50% fruit juice and that have no added sweeteners (Maximum 12 oz.)
Water
Nonfat or 1% milk (including soy milk, rice milk; no flavored milks)
Unsweetened coffee or tea
All other non-caloric beverages, including diet soda

How do I select products for my facility?

Get feedback from employees on desired products using the healthier products list. While the requirement is that 50% of the products in your facility's machine come from the list of healthier products, you may choose to include more than 50% of the healthier options.

The total number of products will be based on your machine, but in general, select the most popular items from each of these categories:

- Healthier Chips/ Crackers (Pick 5)
- Granola bars/ Cereal bars (Pick 5)
- Dried fruits/nuts/trail mix (Pick 3)
- Healthier cookies (Pick 3)
- Healthier beverages (pick 4)

What if my facility's machines don't meet the standard?

First, talk to the vendor to request compliance. If the vendor does not comply, contact your Contract Compliance Administrator with questions or concerns about product compliance.

Vending Locations

Locations/Site(s)	Number of Employees	Beverages			Snack Machines		
		Canned	Bottled	*Sports	*Room Temp.	*Hot/Cold	*Requirements
Parks and Recreation Department							
PARD Annex, 919 W. 28 1/2 St. Austin, TX 78705 Contact:	100	1	0	0	0	0	
Austin Nature and Science Center 301 Nature Center Drive Austin, Texas 78746 Contact: Margaret Russell 974-3867	40-60	1	0	0	1	0	
Central Maintenance Complex, 2525 South Lakeshore Blvd. Austin, Texas 78741 Contact: Anthony Cardenas 512-974-9503	100	1	0	0	1	0	
Dougherty Arts Center (DAC) 1110 Barton Springs Rd., Austin, Texas 78704 Contact: Russell Wiseman 512-974-4004	100	1	0	0	1	0	
PARD Main Office, 200 South Lamar Blvd. Austin, Texas 78704 Contact: Ann Arellano 512-974-6701	50	1	0	1	1	0	
Northeast Service Center, 6614 Blue Bluff Austin, Texas 78724 Contact: Jeff Larson 974-9593	25	1	0	0	1	0	
Northwest District Service Center, 1401 North Cedar Bend Austin, Texas 78741 Contact: Jeff Larson 974-9593	25	1	0	0	1	0	
Zilker Maintenance Barn, 2201 Barton Spings Road, Austin, Texas 78704 Contact: Charles Vaclavik 974-9471	20	1	0	0	0	0	
Municipal Pool Sites							

Vending Locations

Deep Eddy Pool, 401 Deep Eddy Austin, Texas 78703 Contact: Tom Nelson 974-9335	open to public	1	0	0	0	1	0
Garrison Pool, 6000 Manchaca Road Austin, Texas 78745 Contact: Tom Nelson 974-9335	open to public	1	0	0	0	1	0
Mabel Davis Pool, 3427 Parker Lane Austin, Texas 78741 Contact: Tom Nelson 974-9335	open to public	1	0	0	0	1	0
Northwest Pool, 7000 Ardath Austin, Texas 78757 Contact: Tom Nelson 974-9335	open to public	1	0	0	0	1	0
Walnut Creek Pool, 12138 North Lamar Austin, Texas 78758 Contact: Tom Nelson 974-9335	open to public	1	0	0	0	1	0
Neighborhood Pool Sites							
Balcones Pool, 12017 Amhurst Drive, Austin, Texas Contact: Tom Nelson	open to public	1	0	0	0	0	0
Dick Nichols Pool, 5011 Beckett Road, Austin, Texas Contact: Tom Nelson	open to public	1	0	0	0	0	0
Recreation Centers							
Dottie Jordan Recreation Center, 2803 Loyola Lane Austin, Texas 78723 Contact: Oralia ybarbo 926-3491	open to public	1	0	0	0	0	0
Cantu-Pan American Recreation Center, 2100 E. 3rd St. Austin, Texas 78702 Contact: Maria Leatherwood 512-476-9193	open to public	2	0	0	0	1	0

Vending Locations

Parque Zaragoza Recreation Center, 2608 Gonzales St. Austin, Texas 78702 Contact: Claudia Rocha 512-472-7142	open to public	1	0	0	1	0	0	0	0
Austin Recreation Center, 1301 Shoal Creek Austin, Texas 78701 Contact: David Crabb 512-476-5662	open to public	1	0	0	1	0	0	0	0
Dittmar Recreation Center, 1009 West Dittmar Road, Austin, Texas 78745 Contact: Clay Shelton 512-974-6091	open to public	1	0	0	1	0	0	0	0
Givens Recreation Center, 3811 E. 12th Austin, Texas 78721 Contact: Lucas Massie 512-928-1982	open to public	1	0	0	1	0	0	0	0
South Austin Recreation Center, 1100 Cumberland Austin, Texas 78704 Contact: Devon Farber 512-444-6601	open to public	None	None	None	None	None	None	None	Requesting 1 soda machine
Dove Springs Recreation Center, 5801 Ainez Dr., Austin, Texas 78744 Contact: Richard Fibish 512-447-5875	open to public	1	0	0	1	0	0	0	
Virginia L Brown Recreation Center, 7500 Blessing Avenue, Austin, Texas 78752 Contact: Merv Griffin 512-974-7865	open to public	1	0	0	1	0	0	0	
Turner Roberts Recreation Center, 7201 Colony Loop Drive Austin, Texas 78724 Contact: Janet Moore 512-962-6013	open to public	1	0	0	1	0	0	0	

Key	
* Sports	Beverages such as Gatorade, Propel, etc. generally packaged in plastic
*Room Temp.	items served at room temperature ie, chips, candy

Vending Locations

* Hot/Cold	Items requiring heating or cooling such as sandwiches, tunafish kits, etc.
* Requirements	Special requirements necessary for purpose of solicitation