

## **Healthy Nutrition Guidelines**

# **Implementation Guide for Meetings and Events**



**Your health. Your food. Your choice.**

This work supports the Washington State Plan for Healthy Communities.  
For persons with disabilities, this document is available on request in other formats.  
To submit a request, please call 1-800-525-0127 (TDD/TTY 711).



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The *Guidelines* are also adapted from:

- **Public Health – Seattle & King County** Healthy Vending Guidelines
- **U.S. General Services Administration** Health and Sustainability Guidelines for Federal Concessions and Vending Operations
- **RAND Corporation** Performance Standards for Restaurants

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# Overview

## Introduction

In October 2013, Governor Jay Inslee signed [Executive Order 13-06](#): Improving the Health and Productivity of State Employees and Access to Healthy Foods in State Facilities. This requires state executive agencies to adopt and implement food service guidelines that meet the Department of Health's *Healthy Nutrition Guidelines (Guidelines)*.

The Department of Health's *Healthy Nutrition Guidelines* follow the guidance of the [2010 United States Department of Agriculture's Dietary Guidelines for Americans](#) (DGA 2010). They set criteria to ensure that healthy options can be found in cafeterias, cafés, on-site retail venues, vending machines, meetings and events, and institutional food service. The Department of Health will update the *Guidelines* as necessary – at least every five years – to ensure that they remain current and science-based.

The Department of Health developed this implementation guide to support agencies and other organizations in the implementation of the *Guidelines*.

The *Guidelines* are based on the following guiding principles:

- Emphasize fruits, vegetables and whole grains.
- Minimize the use of processed foods that contain added sugar and sodium.
- Recommend use of healthy cooking techniques, such as baking, roasting, broiling, grilling, poaching, steaming, and stir frying. Recommend no use of deep fryers.
- Serve items in smaller portions if high calorie items are provided (e.g., mini muffins or 2-inch cookies), while still maintaining overall calorie and nutrient requirements.
- Work toward reducing overall sodium content.



More whole grains



More fruits and vegetables



Less fat, sodium and sugar



## Implementation plan checklist for agencies and sites

Use this checklist to adopt and implement the *Healthy Nutrition Guidelines*. All needed forms are available at [www.doh.wa.gov/choosewell-livewell](http://www.doh.wa.gov/choosewell-livewell). Agencies can work towards recognition for implementing the Guidelines (the Choose Well-Live Well Award) at the same time as working towards Washington Wellness' Team WorkWell's Zo 8 Award.

**Name of applicant:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Contact information (email/phone):** \_\_\_\_\_

**Where do you work?** \_\_\_\_\_

**How would you describe your worksite?**  **State executive agency**     **Site of state executive agency**  
 **Other agency or organization (voluntary adoption)**

Activity	Due date	Alignment with Zo 8 Award
<input type="checkbox"/> Adopt a healthy nutrition policy and send copy to the Department of Health. Include information for your agency or site's point-of-contact	July 1, 2014	<b>Standard 6.1</b> Gain policy support for wellness programs
<input type="checkbox"/> Communicate policy change to employees	September 1, 2014	<b>Standard 6.4</b> Inform employees of environmental supports
<input type="checkbox"/> Complete workplace assessments and send to Department of Health (check all that apply) <input type="checkbox"/> Environmental assessment (required for all) <input type="checkbox"/> Cafeteria assessment <input type="checkbox"/> Institutional food service assessment	September 1, 2014	<b>Standard 3.4</b> Collect data about your organization
<input type="checkbox"/> Implement all applicable guidelines. (check all that apply) <input type="checkbox"/> Vending <input type="checkbox"/> Meetings and Events <input type="checkbox"/> Cafeterias <input type="checkbox"/> Institutions	December 31, 2016	<b>Standard 6.3</b> Get environmental support for wellness
<input type="checkbox"/> Promote Health Care Authority's Employee Health Assessment (required for state executive agencies)	Annually	<b>Standard 5.2</b> Promote Health Assessment
<input type="checkbox"/> Complete at least four activities to promote healthy eating in the workplace (list them)	February 1, 2016	<b>Standard 5.1</b> Choose activities and interventions <b>Standard 5.4</b> Choose awareness type activities
<input type="checkbox"/> Submit a success story	February 1, 2016	N/A
<input type="checkbox"/> Submit application for recognition with this completed implementation checklist	February 1, 2016	N/A



## Implementation plan checklist for vendors

Use this checklist to adopt and implement the *Healthy Nutrition Guidelines*. Submit the completed checklist with your application for recognition and success story to the Department of Health at [choosewell-livewell@doh.wa.gov](mailto:choosewell-livewell@doh.wa.gov).

Name of applicant: \_\_\_\_\_ Position: \_\_\_\_\_

Contact information (email/phone): \_\_\_\_\_

Where do you work? \_\_\_\_\_

How would you describe your worksite?  State executive agency  Site of state executive agency  
 Other agency or organization (voluntary adoption)

Guidelines you are implementing	Activity	Submit as you finish
<input type="checkbox"/> Vending	<input type="checkbox"/> Record the number of machines _____ <input type="checkbox"/> Record the number of slots per machine _____	
<input type="checkbox"/> Cafeterias	<input type="checkbox"/> Complete Steps 1–4 of the Implementation Tool for Cafeterias (page C–5) and submit to the Department of Health	
<input type="checkbox"/> Institutions	<input type="checkbox"/> Complete Steps 1–3 of the Implementation Tool for Institutions (page I–4) and submit to the Department of Health	
Required for all Guideline areas	Activity	Due date
	<input type="checkbox"/> Implement the <i>Healthy Nutrition Guidelines</i>	December 31, 2016
	<input type="checkbox"/> Submit a success story	February 1 each year
	<input type="checkbox"/> Submit application for recognition	February 1 each year
	<input type="checkbox"/> Submit this completed implementation checklist	February 1 each year

Submit all forms to the Department of Health at [choosewell-livewell@doh.wa.gov](mailto:choosewell-livewell@doh.wa.gov)





# Healthy Nutrition Guidelines for Meetings and Events

**Washington State supports healthy living by ensuring state facilities and agencies offer, purchase and serve healthy food and beverages. We are making the healthy choice the easy choice.**

To meet the *Healthy Nutrition Guidelines* for Meetings and Events, choose foods and beverages that meet at least the **Healthy** standard. We encourage agencies to work toward meeting the **Healthier** and **Healthiest** standards.

## **Healthy**

- Provide food and beverage options that are appropriate for the attendees' dietary and cultural food needs.
- Provide water at breaks and meals – preferably tap water.
- Provide zero- and low-calorie beverage options when you serve beverages other than water.
- Serve fruit or vegetables with all light refreshments and meals.
- Choose foods that are low in fat – especially saturated and trans-fats.

## **Healthier**

- Meet the **Healthy** standard.
- When you serve grains, make sure that whole grain rich options are available.
- When you serve dairy, make sure that low-fat or non-fat dairy options are available.
- When you serve proteins, make sure that lean meat and low-fat, non-meat protein options are available.
- Provide healthy portion sizes. For example, serve small or half bagels, 3 – 5 oz. servings of meat, and cakes and brownies in small serving sizes (2" square or smaller).

## **Healthiest**

- Meet the **Healthier** standard.
- Provide at least one lower sodium option.
  - Lower sodium is 360mg of sodium or less per snack item, 480mg of sodium or less per individual food item as served, or 900mg of sodium or less per meal.
- Serve Washington grown foods when possible.
  - Ask your caterer about providing local foods.
  - Purchase foods from local farmers market.

### **Remember food safety standards when you serve food.**

- Wash your hands before serving foods. Inadequate hand washing is a leading cause of foodborne disease.
- Keep hot foods hot and cold foods cold.

## How to promote healthy choices for meetings and events

- Allow meeting and events participants to pre-order their meals. People tend to choose healthier meals when they pre-order.
- Use attractive, descriptive names for healthier foods items and regular titles for less healthy options.
- Use tall, skinny glasses or other containers to give illusion of more drink or food.
- Use smaller plates and bowls.
- Add any kind of non-fried, low-fat vegetable to meals.
- Offer more than one choice of healthier foods (fruits, vegetables, whole grains, low-fat dairy) and decrease the number of less healthy options. For example, provide one choice of dessert but several choices for fruits and vegetables.
- For potlucks, encourage attendees to bring food and beverage items that meet the *Healthy Nutrition Guidelines*. There are examples in the Recommended Foods and Beverages section (see pages R-7 and R-8). Examples include:
  - **For desserts** – small portion sizes
  - **For condiments** – low-sodium and low-fat options
  - **For breads** – whole grain breads
- If you're having a buffet, put the healthier options at the beginning of the line and label food and beverage options that meet the guidelines.
- Display a poster on the food table to let your attendees know the nutritional importance of what is in their meal.



**Healthy veggie snack**



**Chicken wrap**



**Desserts in smaller portions**



## How to reduce sodium at meetings and events

### Meeting planners

#### Tips for choosing low-sodium options

- Choose packaged products with no more than 10% of daily value of sodium per serving listed on their food label.
- Offer fresh vegetables rather than canned. If offering frozen vegetables, read the label to make sure they do not contain salt.
- Ask your caterer to prepare soups, salad dressings, dips and meat marinades from scratch to control sodium content.
- Offer lower sodium dairy products in 1 oz. serving sizes, and freshly roasted and cooked meats and fish rather than salted, cured, deli, or smoked meats and fish.

### Caterers

#### Tips for delicious and healthy lower sodium cooking

- When making salad dressings, soups, sauces or marinades, use no more than 3/4 teaspoon of salt or 2 tablespoons of soy sauce in every 10-portion batch.
- Try using intensely flavored herbs, spices, low-sodium liquids and salt-free seasonings, such as vinegar, lemon juice, wine and fruit juices.
- Drain the liquid from and rinse canned foods.
- Use oil or unsalted butter instead of salted butter when possible.
- Be aware that baking soda, baking powder, monosodium glutamate (MSG), disodium phosphate, sodium alginate, sodium nitrate and nitrite all contain sodium.
- Roasted, grilled, broiled, baked, poached or steamed meats and fish are much lower in sodium than salted, cured, deli or smoked meats and fish.
- Make sauces, dressings, soups and condiments from scratch if possible, and serve dressings, sauces and condiments on the side.
- Be creative by adding low-sodium whole foods to processed products. For example, add diced fresh tomatoes or canned tomatoes with no salt added to canned tomato sauce or dilute low-sodium soy sauce with vinegar at a 1:1 ratio.



**Chefs make the healthy choice**

### Meetings and events success story

The Combined Fund Drive (CFD) is Washington State's workplace giving program for active and retired public employees. Every year, the Department of Health enjoys organizing a CFD event around the Apple Cup. We use the Apple Cup to spark some competition between Husky and Cougar fans, in the spirit of charity. The Apple Cup event gathers donations of warm clothes like coats, scarves and gloves for the community. The winner of the Apple Cup is the team that gathers the most donated items.

To kick-off the event, we organize a lunch fundraiser. The money raised from this lunch is donated to organizations in the community. In 2011, we served hot dogs, chips and soda. The lunch was somewhat successful – we were able to sell the meals for \$3.

Between the 2011 and 2012 Apple Cup events, a new employee joined our CFD planning committee. She suggested we follow what are now the *Healthy Nutrition Guidelines* for Meetings and Events. We served homemade chili, baked potatoes, and steamed broccoli. The Apple Cup lunch was SO much more popular. We had more people attend, received more positive feedback than from previous years, and we even ran out of food! We were able to sell the meals for \$5 each, which meant a greater donation to our community. We decided to donate all of the money raised in 2012 to organizations working with youth.

People were thankful for the home-cooked, healthy meal. Although it took a little more work than serving people hot dogs, the event attendees noticed the difference. And, most importantly, the change in menu allowed us to have a much more successful CFD event!



**Homemade chili**



**Steamed broccoli**



**Baked potato**



# Resources

## Applying for recognition

State executive agencies, worksites and vendors that would like to be recognized for their efforts implementing [Executive Order 13-06](#): Improving the Health and Productivity of State Employees and Access to Healthy Foods in State Facilities, can apply for recognition. Other agencies and organizations who voluntarily adopt and implement the *Guidelines*, may also apply for recognition. All forms required to apply for recognition are available at [www.doh.wa.gov/choosewell-livewell](http://www.doh.wa.gov/choosewell-livewell). Questions? Contact us at [choosewell-livewell@doh.wa.gov](mailto:choosewell-livewell@doh.wa.gov).

	Criteria	Recognition
<b>Agency recognition</b> The entire agency based on the level of compliance for all applicable <i>Healthy Nutrition Guidelines</i> in all sites.  This applies to: <ul style="list-style-type: none"><li>▪ State executive agencies that are affected by EO 13-06.</li><li>▪ Other state agencies that voluntarily adopt the <i>Guidelines</i>.</li></ul>	<ul style="list-style-type: none"><li>▪ The agency implements the <i>Guidelines</i> in all applicable areas.</li><li>▪ The wellness coordinator or other agency representative completes and submits implementation plan checklist.</li><li>▪ The wellness coordinator or other agency representative applies for recognition by February 1 for work completed in the previous year.</li></ul>	<ul style="list-style-type: none"><li>▪ An award signed by Secretary John Wiesman and HCA Director Dorothy Teeter.</li><li>▪ Announcement of recognition in a press release and posted on the Choose Well—Live Well website.</li><li>▪ Permission to use recognition logo on website.</li></ul>
<b>Site recognition</b> A smaller site within an agency (off-campus locations, individual state buildings) based on the level of compliance for all applicable <i>Guidelines</i> .  This applies to: <ul style="list-style-type: none"><li>▪ Worksites of state executive agencies that are affected by EO 13-06.</li><li>▪ Other organizations that voluntarily adopt the <i>Guidelines</i>.</li></ul>	<ul style="list-style-type: none"><li>▪ The site implements the <i>Guidelines</i> in applicable areas.</li><li>▪ The site completes and submits implementation plan checklist.</li><li>▪ The site applies for recognition by February 1 for work completed in the previous year.</li></ul>	<ul style="list-style-type: none"><li>▪ Permission to use recognition logo.</li><li>▪ Announcement of recognition posted on the Choose Well—Live Well website.</li></ul>
<b>Vendor recognition</b> Individual vendors, operators, food services managers, etc. based on their individual level of compliance.	<ul style="list-style-type: none"><li>▪ The vendor implements the <i>Guidelines</i> as applicable.</li><li>▪ The vendor completes and submits the implementation plan checklist.</li><li>▪ The vendor applies for recognition by February 1 for work completed in the previous year.</li></ul>	<ul style="list-style-type: none"><li>▪ Permission to use recognition logo (on menu, vending machines, etc.).</li><li>▪ Announcement of recognition posted on the Choose Well—Live Well website.</li></ul>



## Glossary

- An **entrée** is considered the main part of a meal. Examples include a sandwich, pizza or burger.
- **Healthier options** are fruits, non-fried vegetables, lean proteins, whole grain rich grains (excluding sweet baked goods), zero- or low-calorie beverages, water, or low-fat or fat-free milk.
- **Large food service venues** offer a large menu of options that are made in-house, such as hot entrées, grill items, salad bars, bakery items, deli stations, etc. A full-service cafeteria or conventional food service operation is an example.
- **Lean meats** are seafood or game meat products that contain less than 10g total fat, 4.5g or less saturated fat, and less than 95mg cholesterol per RACC (reference amount customarily consumed) per 100g.
- **Lower sodium** is 360mg of sodium or less per snack item, 480mg of sodium or less per individual food item as served, or 900mg of sodium or less per meal.
- A **meal** is a more complete offering intended for breakfast, lunch, or dinner that includes two or more items from recommended food groups served in combination. For example, a meal may include a lean meat, vegetable, fruit and whole grain bread.
- **Medium food service venues** typically offer a smaller number of menu options including premade or quick-to-make options, such as soups and sandwiches. Delis, cafés or food service operations with limited on-site preparation facilities are examples
- **No added sugars** – FDA-recognized examples include: agave syrup, anhydrous dextrose, brown sugar, brown sugar syrup, confectioner's powdered sugar, corn syrup, corn syrup solids, dextrin, dextrose, evaporated cane choice, fructose, high-fructose corn syrup (HFCS), honey, invert sugar, lactose, malt syrup, maltose, maple syrup, molasses, nectars (peach nectar, pear nectar), pancake syrup, raw sugar, sucrose, sugar, white granulated sugar.

Added sugars not recognized by the FDA include: cane juice, crystal dextrose, evaporated corn sweetener, fruit-juice concentrate, fruit nectar, glucose, liquid fructose, sugar cane juice.

- **Small food service venues** offer only pre-made and pre-packaged options and the food is prepared off-site and brought in to the food service location. A grab-and-go venue is an example.
- **Sugar-sweetened beverages** include sodas, fruit drinks, sport drinks, iced teas and coffee drinks that contain added caloric sweeteners. These do not include low-fat or fat-free milk.
- **Whole grain rich** foods have at least 50% of the grain ingredients as whole grain. This can be determined by the product listing a whole grain as the first ingredient, from the manufacturer, or if the product has a whole grain stamp. Brown rice, whole grain rolls, corn tortillas, whole grain pasta, oatmeal or whole grain cereal are examples. Items which bear a whole grain stamp are whole grain rich.
- **Zero- or low-calorie beverages** include water and other beverages with no more than 25 calories per cup or container as offered for sale.

## Recommended foods and beverages

Beverages	Recommended	Not Recommended
<b>Coffee</b>	Served with non-fat (skim) or low-fat (1%) milk	Served with half and half
<b>Juice drinks</b>	100% fruit or vegetable juice	Fruit or vegetable drinks (including full-sodium tomato juice) and "ades"
<b>Milk</b>	Non-fat or low-fat (1%) milk, enriched low-fat soy	Reduced-fat (2%) or whole milk
<b>Soft drinks</b>	Diet soft drinks or reduced calorie sports drinks	Full calorie soda, sports drinks
<b>Tea</b>	Unsweetened iced tea with lemon slices or hot tea	Sweetened iced tea
<b>Water</b>	Provide as an option at every meal	Flavored waters with more than 5g of sugar per serving
Foods	Recommended	Not Recommended
<b>Bagel</b>	2½" – 3½" size or cut in half; whole wheat, whole grain, rye or pumpernickel	Greater than 3½"; "salt" bagels
<b>Baked goods</b>	Small slices of quick bread (pumpkin, oatmeal, banana); lower fat, lower sugar granola bars or small muffins; whole grain pancakes less than 4" made from scratch; no trans-fats or partially hydrogenated oils	Doughnuts, sweet rolls, pastries, large muffins
<b>Bread</b>	Whole wheat, good source of fiber, whole grain, rye or pumpernickel; 200mg or less of sodium per slice	White, "wheat"
<b>Cereal</b>	Whole grain, good source of fiber, lightly sweetened or unsweetened cereal (low-fat granola, oatmeal), non-instant oatmeal; less than 200mg sodium per serving	Highly sweetened, low fiber, instant oatmeal
<b>Cheese</b>	Low- or reduced-fat cheeses (part skim mozzarella, skim ricotta, reduced calorie Cheddar); low-sodium cheeses (American, Colby, Cheddar, Swiss, other products labeled "low-sodium")	Large slices or cubes, processed cheese unless labeled "low-sodium," higher sodium cheeses such as bleu, Roquefort, Edam, feta, Gorgonzola, Romano, Parmesan, Provolone
<b>Chips</b>	Baked chips, pretzels, whole grain chips	Full-fat chips
<b>Condiments</b>	Ketchup, mustard or low-fat mayonnaise, low-sodium soy sauce in 1 tsp portions, lemon juice, vinegar, homemade salsa, guacamole, no or low-sodium seasoned salts	Regular soy sauce, tartar sauce, teriyaki sauce, steak sauce, full-sodium seasoned salts, barbecue sauce
<b>Crackers</b>	Low- or reduced-fat, whole grain, brown rice, whole wheat; sodium below 150mg per serving	Full-fat, not labeled "whole grain;" sodium above 150mg per serving
<b>Desserts</b>	Lower fat, lower calorie desserts (fresh fruit, low-fat ice cream, low-fat frozen yogurt, sherbet, sorbet, yogurt parfait with fruit and low-fat granola); small slices (2") low-fat cake (angel food cake with fruit and light whipped cream)	High-fat, high-calorie desserts (ice cream, cheese cake, pie, cream puffs, large slices of cake)
<b>Dips</b>	Salsa, low-fat cottage cheese, hummus, reduced- or low-fat salad dressing, dips from low-fat mayonnaise, low-fat sour cream, reduced-fat cream cheese	Dips made from mayonnaise, full-fat sour cream, cream cheese, cream sauce
<b>English muffin</b>	Whole wheat English muffin	White English muffin
<b>Fruit</b>	Fresh, dried, canned in juice, frozen	Sweetened, canned in syrup

Foods	Recommended	Not Recommended
Meatballs	Made with lean meat or turkey, served in broth or vegetable based sauce	Made with high-fat meat, served in gravy or high-fat, high-sodium sauces
Meat	Healthy cooking methods (grilled, broiled, baked, poached, steamed, roasted), lean meats (poultry without skin, fish, lean beef)	Unhealthy cooking methods (fried, cured, smoked, brined), high-fat meats (poultry with skin, bacon, sausage, high-fat cold cuts)
Pasta salad	Whole wheat pasta made with reduced- or low-fat mayonnaise or mayonnaise cut with sour cream, low-sodium oil and vinegar based dressing, freshly made dressing	Made with mayonnaise or a cream based dressing, with high-sodium and commercially prepared dressings unless "low-sodium"
Pizza	Made with thin, whole wheat crust, topped with tomato sauce, thin layer of part skim mozzarella cheese, and vegetables, 450mg of sodium or less per serving	Made with thick crust, with high-fat cheese, pepperoni, Italian sausage or other high-fat meats, more than 450mg of sodium per serving
Popcorn	Reduced- or low-fat or "lite"	Buttered, salted
Potatoes	Baked and served with low-fat sour cream and vegetable toppings	Baked and served with butter, sour cream, bacon bits
Rolls	Whole grain rolls; 200mg of sodium or less per roll	Croissants, white rolls
Salad dressing	Served on the side, low-fat or fat-free, freshly made with low-sodium ingredients, oil and vinegar	Full-fat and high-sodium served on the salad
Salad toppings (non-dressing)	Fresh fruits and vegetables, dried fruits, unsalted nuts and seeds, hardboiled eggs, low-sodium or rinsed beans, canned fruit in juice, canned vegetables with lower sodium, cooked vegetables	Bacon bits, pre-prepared croutons, cheese containing more than 200mg of sodium per 1 oz serving (see "cheese" for recommendations)
Sandwich bread	Good source of fiber, whole wheat, whole grain, rye or pumpernickel; 200mg or less of sodium per slice	Croissants, white bread, wheat bread that does not say "whole wheat"
Sauces	Homemade, cut high-sodium sauces with fresh and low-sodium products; sodium lower than 200mg per serving	Cream-based; sodium greater than 200mg per serving
Seafood	Healthy cooking methods (broiled, grilled, steamed, baked, poached), served with reduced- or low-fat and low-sodium cocktail sauce in 1 tsp servings, fish packed in water, canned fish with 290mg of sodium or less per serving	Unhealthy cooking methods (deep fried, brined), served in high-fat, high-sodium sauces, fish packed in oil
Soups	Made with lower sodium broth, lower sodium bouillon cubes, vegetable puree or skim milk, vegetables and meat	Made with cream or half and half, only meat; sodium exceeds 300mg per serving
Spreads	No trans-fats, light margarine, reduced- or low-fat cream cheese, spreadable fruit, jam, nut butters	Butter, cream cheese, spreadable cheese
Sweets	Fresh fruit with low-fat yogurt dip, small cookies, half or small muffins, small hard candies or dark chocolate	Large cookies, muffins
Vegetables (cooked)	Healthy cooking methods (steamed, grilled, baked), marinated in oil, vinegar and spices	Unhealthy cooking methods (fried, heavily salted), served in cream sauce or butter
Vegetables (uncooked)	Fresh cut and served with low-fat, lower sodium dressing, salsa, or hummus, canned with no salt added	Served with high-fat and high-sodium dip, canned with salt
Yogurt	Light yogurt (low-fat or low-calorie), plain unsweetened with fruit and sweetener on the side	Full-fat, high-calorie



## Sample meals that meet the Guidelines

Prepare recipes with less sodium, and choose pre-made products with no or low-sodium content.

### Breakfast

- **Low-fat breakfast burrito bar:** Whole wheat flour or corn tortillas (low-fat), scrambled eggs, sautéed onions and peppers, fresh tomatoes, homemade salsa. Serve with fresh fruit tray.
- **Oatmeal bar:** Oatmeal with cinnamon, skim milk, raisins, almonds. Serve with assorted seasonal fruits.
- **Frittata:** Mushroom and spinach frittata. Serve with whole grain English muffin with jam and unsalted butter or trans-fat free margarine on the side, fresh cantaloupe wedge with purple grapes.

### Light Refreshments

- Fresh fruit skewers or tray with low-fat yogurt dip.
- Raw vegetables with hummus dip and low-fat ranch.
- Individually packaged servings of baby carrots.
- Light popcorn and unsalted nuts.
- Low-fat granola bars and fresh fruit.
- Whole grain English muffins with peanut butter, low-fat cream cheese or hummus. Serve with whole fresh fruit or vegetables.
- Unsalted almonds with dried cranberries or craisins.
- Fresh pear slices with mozzarella and Swiss cheese slices.
- Trail mix made of dried fruit, roasted unsalted nuts and seeds.
- Parfait made with low-fat granola, low-fat yogurt and fruit slices.
- Quick bread (banana, pumpkin) in small slices. Serve with fruit spread, margarine (no trans-fats), hardboiled egg or whole fresh fruit.
- Fruit for dessert.

### Lunch and Dinner

#### Boxed lunch examples

- **Chicken taco salad:** Grilled skinless chicken breast, lettuce, tomato, bell pepper, onion, homemade salsa, smashed avocado, low-fat sour cream. Serve with baked tortilla chips, fresh fruit, small cookie.
- **Boxed salad:** Leaf lettuce, sliced tomato, hardboiled egg, fresh raspberries, kidney and garbanzo beans, chopped spinach, diced red onion, shredded carrots, sliced mushrooms, roasted beets and sliced cucumber with low-fat dressing on the side. Serve with fresh fruit, whole grain roll, and unsalted almonds and sunflower seeds.
- **Grilled or roasted chicken sandwich:** Whole wheat or rye bread, lean roasted or grilled chicken breast, lettuce, tomato, avocado slices, mustard and low-fat mayonnaise on the side. Serve with baby carrots and fresh fruit.



Vegetarian wrap



- **Roasted vegetable and mozzarella wrap (vegetarian):** Marinated, roasted and chilled eggplant, red and yellow peppers, red onion, zucchini with part skim mozzarella cheese in a whole wheat wrap. Serve with unsalted nuts, cookie, whole fruit.
- **Hummus and pita (vegetarian):** Garbanzo bean spread, mozzarella cheese, tomato, onions, smashed avocado, lettuce on whole wheat pita bread. Serve with small salad, light salad dressing, whole fruit, small cookie.
- **Roasted vegetable wrap (vegetarian and vegan):** Marinated and roasted eggplant, red and yellow pepper, red onion, zucchini in a whole wheat wrap. Serve with unsalted nuts, dark chocolate square, whole fruit.

#### **Buffet lunch and dinner examples**

- **Deconstructed burrito bar:** Grilled skinless chicken or lean pulled pork with vegetarian black beans, sautéed onions and peppers, steamed corn, low-fat cheddar cheese, brown rice, homemade salsa, smashed avocado, tomatoes, leaf lettuce. Serve with side salad with low-fat dressing, sorbet with berries.
- **Meat and potatoes buffet:** Baked or grilled fish, skinless chicken, beef, or pork (3–5 oz. portion) or with choice of oven-baked herbed potatoes or herbed wild rice, steamed mixed vegetables. Serve with green salad with low-fat dressing on the side, baked apples with vanilla low-fat frozen yogurt.
- **Pasta bar:** Whole wheat pasta with marinara sauce, sautéed vegetables, grilled skinless chicken. Serve with spinach salad with dried cranberries and chickpeas, low-fat dressing on the side, angel food cake with berries.
- **Potato bar:** Baked potatoes with low-fat sour cream, broccoli, low-fat cheddar cheese, green onions. Serve with choice of turkey chili or vegetarian chili, green salad with low-fat dressing on the side, low-fat fruit crisp.
- **Soup and salad buffet:** Leaf lettuce, tomatoes, mushrooms, roasted beets, unsalted nuts and seeds, sliced red onions, baby spinach, garbanzo beans, hardboiled egg slices, fresh fruit. Serve with soups made with broth or skim milk (not cream) and low-fat yogurt parfait.
- **Stir-fry:** Choice of skinless chicken breast or tofu with stir-fried vegetables, steamed brown rice, cabbage salad with low-fat dressing. Serve with fresh fruit, fortune cookie.

#### **Plated lunch and dinner examples**

- **Baked salmon fillet:** Fillet of salmon with lemon dill sauce. Serve with baby green salad with choice of low-fat dressings on table, mashed red potatoes, steamed vegetables and low-fat chocolate pudding with berries.
- **Red beans and rice:** Spiced red beans and brown rice with mashed avocado, sautéed seasonal vegetables. Serve with seasonal fruit and citrus sorbet.
- **Pineapple chicken:** Skinless chicken breast (3–5 oz. portion) in pineapple, garlic, celery seed, and tarragon marinade, whole grain pasta with sautéed vegetables, garden salad with oil-and-vinegar dressing. Serve with sorbet and fresh seasonal fruit.
- **Portobello mushroom entrée (vegetarian and vegan):** Marinated and grilled Portobello mushroom filled with polenta, grilled vegetables and fresh herbs. Serve with roasted mushroom tomato ragout, fresh fruit.
- **Grilled tempeh and pasta entrée (vegetarian and vegan):** Grilled fermented soy bean cake with sautéed zucchini and vegetables in a light tomato sauce served over pasta. Serve with fresh fruit.

## Special dietary needs

### Vegetarian diet: Free of meat and meat products

#### Avoid serving meat products

- Beef, chicken, pork, other meats
- Seafood
- Broth made from animal stock

#### Meat replacements for the vegetarian diet

- Dry beans such as kidney, black, garbanzo, lentils
- Soy products such as tempeh and tofu
- Nuts and seeds
- Low-sodium broth made from vegetable stock
- Low-sodium dairy products
- Eggs



Baked kale chips as a snack

### Vegan diet: Free of animal products

#### Avoid serving animal products

- Beef, chicken, pork, other meats
- Seafood
- Dairy products
- Eggs
- Honey
- Animal gelatin
- Broth made from animal stock



Dry beans as an ingredient

#### Meat replacements for the vegan diet

- Beans such as kidney, black, garbanzo, lentils
- Soy products such as tempeh and tofu
- Unsalted nuts and seeds
- Low-sodium broth made from vegetable stock

### Dairy-free diet: Free of dairy foods or foods derived from dairy products

#### Avoid sources of dairy

- Milk in any form
- Cheese in any form
- Cottage cheese, cream cheese, sour cream
- Yogurt, frozen yogurt, sherbet
- Ice cream and ice milk
- Half and half, whipping cream, coffee cream
- Pudding, custard
- Butter, including artificial butter flavor
- Ghee
- Margarine (unless labeled "dairy free" or Kosher)
- Casein and caseinates
- Whey
- Rennet
- Lactose and lactulose
- Lactalbumin and lactoglobulin
- Curd



Non-dairy fruit smoothie



### Replacements for dairy products

- Low-sodium soy cheese
- Soy products, such as tempeh and tofu
- Soy, rice, lactose-free milk
- Low-sodium broth made from meat vegetable stock or tomatoes
- Vegan margarine

### Gluten-free diet: Free of foods derived from gluten-containing cereals

#### Avoid sources of gluten

- Barley
- Beer
- Bran
- Brewer's yeast
- Coloring
- Couscous
- Fillers
- Flavorings
- Flour (wheat)
- Graham flour
- Hydrolyzed plant protein
- Hydrolyzed vegetable protein
- Kamut
- Malt
- Matzo
- Mono- and diglycerides
- Monosodium glutamate (MSG)
- Pasta
- Rye
- Seitan
- Semolina
- Soy Sauce
- Spelt
- Spices
- Sprouted wheat or barley
- Teriyaki sauce
- Textured vegetable protein
- Triticale
- Udon
- Wheat

#### Gluten free menu examples

- Stir fry entrée with rice
- Pasta entrée with rice noodles or gluten free noodles
- Burrito, taco, or quesadilla with corn tortilla
- Breakfast items: eggs, omelets, gluten-free pancakes, gluten-free waffles



Vegetarian taco



Tofu stir fry



Scrambled eggs with herbs

#### Take cultural food needs into account

- Serve foods that are culturally appropriate.
- Serve pork products separately from other food products.
- Serve meat products on a separate dish from non-meat products.
- Provide a vegetarian entrée option at meals.



### **Additional resources for implementing the *Healthy Nutrition Guidelines***

The Center for Disease Control and Prevention's (CDC) [Improving the Food Environment Through Nutrition Standards: A Guide for Government Procurement](#)

CSPI's [Reasons to Offer Healthier Options at Public Facilities](#) Fact Sheet

CSPI's [Tips for Successfully Implementing Healthy Food Guidelines](#) Fact Sheet

Healthy and Human Services General Services Administration's [Health and Sustainability Guidelines for Federal Concessions and Vending Operations](#)

United States Department of Agriculture's [Dietary Guidelines for Americans, 2010](#)

Additional resources can be found on CSPI's [Healthier Food Choices for Public Places](#) page

