Beverage Vending Machines
Self-assessment Tool

The Standards for Beverage Vending Machines outline requirements for all beverage vending machines on City property (per Executive Order 8). The New York City (NYC) Food Standards, under which the Standards for Beverage Vending Machines fall, aim to provide healthier beverage options and reduce the availability and consumption of sugary drinks, with the goal of improving the health of all New Yorkers. Organizations with beverage vending machines that are not on City property may also adopt the Standards for Beverage Vending Machines to offer healthier beverage choices to their clients, staff and visitors.

This self-assessment tool can help City agencies and other organizations determine if beverages in a vending machine on their property meet the Standards for Beverage Vending Machines and what to do if they do not. To read the Standards for Beverage Vending Machines and accompanying implementation guide, visit **nyc.gov/health** and search for **NYC Food Standards**. Use this self-assessment tool whenever beverage vending machines are stocked to make sure they stay compliant with the Standards for Beverage Vending Machines.

Date: _____ / _____ / _____

City agency or organization name:

_____

Name and role of person completing this assessment:

_____

Phone number: _____

Email address: _____

Location of beverage vending machine:

_____

NYC
Health

Self-assessment Template

Step 1: List all the beverages in your machine, including the brand name, container size and calories per container. List beverages according to their location in the machine in the planogram on Pages 4 to 6 and mark any unfilled slots as empty.

Step 2: Identify any sugary drinks in your machine. Sugary drinks contain greater than (>) 24 calories per 8 ounces (oz) and added sugars, and are **not** allowed to be stocked in machines. Check the "sugary drink" check box for any beverage that contains > 24 calories per 8 oz and added sugars using the following examples.

To determine how many calories are in a beverage per 8 oz:

1. Divide the total number of calories in the container by the container size in oz.

2. Multiply that number by 8.

For example, a 20-ounce tropical citrus drink contains 100 calories. Divide 100 by 20, which equals 5. Then, multiply 5 by 8, which equals 40. The drink contains 40 calories per 8 oz, which means it is a sugary drink.

Note: Water, seltzer, 100% juice, unsweetened 1% and nonfat milk, and nutritionally equivalent milk substitutes (such as soy milk) that contain less than or equal to (≤) 9 grams (g) of total sugar are not considered sugary drinks, regardless of how many calories per 8 oz they contain.

Examples:

Beverage name: Tropical citrus drink **Container size:** 20 oz **Calories per container:** 100 **Calories per oz:** 40 ☑ **Sugary drink** ☐ Contains low- or no-calorie sweeteners ☐ Contains caffeine ☐ 100% juice	**Beverage name:** Lemon water **Container size:** 16 oz **Calories per container:** 0 **Calories per 8 oz:** 0 ☐ Sugary drink ☐ Contains low- or no-calorie sweeteners ☐ Contains caffeine ☐ 100% juice
This beverage **cannot** be stocked in any machine.	This beverage can be served to people of all ages.

Step 3: Indicate any beverages that have low- or no-calorie sweeteners, artificial colors or flavors, or caffeine in their ingredients lists. Sites serving children age 18 and younger may not stock beverages with low- or no-calorie sweeteners or artificial colors or flavors.

Low- or no-calorie sweeteners include acesulfame potassium, allulose, aspartame, erythritol, monkfruit extract, saccharin, sucralose and stevia leaf extract.

Tip: Beverages labeled "lite" or "diet" often contain low- or no-calorie sweeteners.

Sites serving children age 12 and younger may not stock beverages that contain caffeine or > 10 calories per 8 oz in their machines. Review the calorie calculations in Step 2 to determine if your beverages meet this requirement.

> **Tip:** Coffee, tea and soda often contain caffeine. Low- or no-calorie sweeteners, artificial colors or flavors, or caffeine will be in the ingredients list or on the beverage container.

Examples:

Beverage name: Diet cola
Container size: 12 oz
Calories per container: 0
Calories per 8 oz: 0
☐ Sugary drink
☑ **Contains low- or no-calorie sweeteners**
☑ **Contains caffeine**
☐ 100% juice

This beverage is compliant for adults but **cannot** be served to children age 18 and younger, as it contains caffeine and aspartame.

Beverage name: Cherry sparkling water
Container size: 12 oz
Calories per container: 0
Calories per 8 oz: 0
☐ Sugary drink
☐ Contains low- or no-calorie sweeteners
☐ Contains caffeine
☐ 100% juice

This beverage can be served to people of all ages.

Step 4: Identify beverages that are 100% juices with no added sweeteners by checking the "100% juice" check box. Use information from the vendor, manufacturers' websites or package descriptions to determine which beverages meet these criteria. Check ingredients lists to make sure there are no added sweeteners, such as sugar, honey or high-fructose corn syrup. 100% juice can only be stocked in 12-ounce or smaller containers and in no more than two slots. Check the "sugary drink" check box for any juices with added sugars.

Examples:

Beverage name: Apple juice (100% juice)
Container size: 12 oz
Calories per container: 170
Calories per 8 oz: Not applicable (N/A)
☐ Sugary drink
☐ Contains low- or no-calorie sweeteners
☐ Contains caffeine
☑ **100% juice**

This beverage can be served to people of all ages in no more than two slots.

Beverage name: Cranberry juice cocktail
Container size: 12 oz
Calories per container: 160
Calories per 8 oz: 107
☑ **Sugary drink**
☐ Contains low- or no-calorie sweeteners
☐ Contains caffeine
☐ 100% juice

This beverage **cannot** be served to people of any age.

Step 5: Complete the following planogram for each machine to assess if it meets the Standards for Beverage Vending Machines.

Beverage name: _____ _____ **Container size:** _____ **Calories per container:** _____ **Calories per 8 oz:** _____ ☐ Sugary drink ☐ Contains low- or no-calorie sweeteners ☐ Contains caffeine ☐ 100% juice	**Beverage name:** _____ _____ **Container size:** _____ **Calories per container:** _____ **Calories per 8 oz:** _____ ☐ Sugary drink ☐ Contains low- or no-calorie sweeteners ☐ Contains caffeine ☐ 100% juice	**Beverage name:** _____ _____ **Container size:** _____ **Calories per container:** _____ **Calories per 8 oz:** _____ ☐ Sugary drink ☐ Contains low- or no-calorie sweeteners ☐ Contains caffeine ☐ 100% juice
Beverage name: _____ _____ **Container size:** _____ **Calories per container:** _____ **Calories per 8 oz:** _____ ☐ Sugary drink ☐ Contains low- or no-calorie sweeteners ☐ Contains caffeine ☐ 100% juice	**Beverage name:** _____ _____ **Container size:** _____ **Calories per container:** _____ **Calories per 8 oz:** _____ ☐ Sugary drink ☐ Contains low- or no-calorie sweeteners ☐ Contains caffeine ☐ 100% juice	**Beverage name:** _____ _____ **Container size:** _____ **Calories per container:** _____ **Calories per 8 oz:** _____ ☐ Sugary drink ☐ Contains low- or no-calorie sweeteners ☐ Contains caffeine ☐ 100% juice
Beverage name: _____ _____ **Container size:** _____ **Calories per container:** _____ **Calories per 8 oz:** _____ ☐ Sugary drink ☐ Contains low- or no-calorie sweeteners ☐ Contains caffeine ☐ 100% juice	**Beverage name:** _____ _____ **Container size:** _____ **Calories per container:** _____ **Calories per 8 oz:** _____ ☐ Sugary drink ☐ Contains low- or no-calorie sweeteners ☐ Contains caffeine ☐ 100% juice	**Beverage name:** _____ _____ **Container size:** _____ **Calories per container:** _____ **Calories per 8 oz:** _____ ☐ Sugary drink ☐ Contains low- or no-calorie sweeteners ☐ Contains caffeine ☐ 100% juice
Beverage name: _____ _____ **Container size:** _____ **Calories per container:** _____ **Calories per 8 oz:** _____ ☐ Sugary drink ☐ Contains low- or no-calorie sweeteners ☐ Contains caffeine ☐ 100% juice	**Beverage name:** _____ _____ **Container size:** _____ **Calories per container:** _____ **Calories per 8 oz:** _____ ☐ Sugary drink ☐ Contains low- or no-calorie sweeteners ☐ Contains caffeine ☐ 100% juice	**Beverage name:** _____ _____ **Container size:** _____ **Calories per container:** _____ **Calories per 8 oz:** _____ ☐ Sugary drink ☐ Contains low- or no-calorie sweeteners ☐ Contains caffeine ☐ 100% juice

Beverage name: _____
_____
Container size: _____
Calories per container: _____
Calories per 8 oz: _____

☐ Sugary drink
☐ Contains low- or no-calorie
   sweeteners
☐ Contains caffeine
☐ 100% juice

Beverage name: _____
_____
Container size: _____
Calories per container: _____
Calories per 8 oz: _____

☐ Sugary drink
☐ Contains low- or no-calorie
   sweeteners
☐ Contains caffeine
☐ 100% juice

Beverage name: _____
_____
Container size: _____
Calories per container: _____
Calories per 8 oz: _____

☐ Sugary drink
☐ Contains low- or no-calorie
   sweeteners
☐ Contains caffeine
☐ 100% juice

Beverage name: _____
_____
Container size: _____
Calories per container: _____
Calories per 8 oz: _____

☐ Sugary drink
☐ Contains low- or no-calorie
   sweeteners
☐ Contains caffeine
☐ 100% juice

Beverage name: _____
_____
Container size: _____
Calories per container: _____
Calories per 8 oz: _____

☐ Sugary drink
☐ Contains low- or no-calorie
   sweeteners
☐ Contains caffeine
☐ 100% juice

Beverage name: _____
_____
Container size: _____
Calories per container: _____
Calories per 8 oz: _____

☐ Sugary drink
☐ Contains low- or no-calorie
   sweeteners
☐ Contains caffeine
☐ 100% juice

Beverage name: _____
_____
Container size: _____
Calories per container: _____
Calories per 8 oz: _____

☐ Sugary drink
☐ Contains low- or no-calorie
   sweeteners
☐ Contains caffeine
☐ 100% juice

Beverage name: _____
_____
Container size: _____
Calories per container: _____
Calories per 8 oz: _____

☐ Sugary drink
☐ Contains low- or no-calorie
   sweeteners
☐ Contains caffeine
☐ 100% juice

Beverage name: _____
_____
Container size: _____
Calories per container: _____
Calories per 8 oz: _____

☐ Sugary drink
☐ Contains low- or no-calorie
   sweeteners
☐ Contains caffeine
☐ 100% juice

Beverage name: _____
_____
Container size: _____
Calories per container: _____
Calories per 8 oz: _____

☐ Sugary drink
☐ Contains low- or no-calorie
   sweeteners
☐ Contains caffeine
☐ 100% juice

Beverage name: _____
_____
Container size: _____
Calories per container: _____
Calories per 8 oz: _____

☐ Sugary drink
☐ Contains low- or no-calorie
   sweeteners
☐ Contains caffeine
☐ 100% juice

Beverage name: _____
_____
Container size: _____
Calories per container: _____
Calories per 8 oz: _____

☐ Sugary drink
☐ Contains low- or no-calorie
   sweeteners
☐ Contains caffeine
☐ 100% juice

Beverage name: _____
_____
Container size: _____
Calories per container: _____
Calories per 8 oz: _____

☐ Sugary drink
☐ Contains low- or no-calorie
   sweeteners
☐ Contains caffeine
☐ 100% juice

Beverage name: _____
_____
Container size: _____
Calories per container: _____
Calories per 8 oz: _____

☐ Sugary drink
☐ Contains low- or no-calorie
   sweeteners
☐ Contains caffeine
☐ 100% juice

Beverage name: _____
_____
Container size: _____
Calories per container: _____
Calories per 8 oz: _____

☐ Sugary drink
☐ Contains low- or no-calorie
   sweeteners
☐ Contains caffeine
☐ 100% juice

Beverage name: _____
_____
Container size: _____
Calories per container: _____
Calories per 8 oz: _____

☐ Sugary drink
☐ Contains low- or no-calorie
   sweeteners
☐ Contains caffeine
☐ 100% juice

Beverage name: _____
_____
Container size: _____
Calories per container: _____
Calories per 8 oz: _____

☐ Sugary drink
☐ Contains low- or no-calorie
   sweeteners
☐ Contains caffeine
☐ 100% juice

Beverage name: _____
_____
Container size: _____
Calories per container: _____
Calories per 8 oz: _____

☐ Sugary drink
☐ Contains low- or no-calorie
   sweeteners
☐ Contains caffeine
☐ 100% juice

Beverage name: _____
_____
Container size: _____
Calories per container: _____
Calories per 8 oz: _____

☐ Sugary drink
☐ Contains low- or no-calorie
   sweeteners
☐ Contains caffeine
☐ 100% juice

Beverage name: _____
_____
Container size: _____
Calories per container: _____
Calories per 8 oz: _____

☐ Sugary drink
☐ Contains low- or no-calorie
   sweeteners
☐ Contains caffeine
☐ 100% juice

Beverage name: _____
_____
Container size: _____
Calories per container: _____
Calories per 8 oz: _____

☐ Sugary drink
☐ Contains low- or no-calorie
   sweeteners
☐ Contains caffeine
☐ 100% juice

Beverage name: _____
_____
Container size: _____
Calories per container: _____
Calories per 8 oz: _____

☐ Sugary drink
☐ Contains low- or no-calorie
   sweeteners
☐ Contains caffeine
☐ 100% juice

Beverage name: _____
_____
Container size: _____
Calories per container: _____
Calories per 8 oz: _____

☐ Sugary drink
☐ Contains low- or no-calorie
   sweeteners
☐ Contains caffeine
☐ 100% juice

Beverage name: _____
_____
Container size: _____
Calories per container: _____
Calories per 8 oz: _____

☐ Sugary drink
☐ Contains low- or no-calorie
   sweeteners
☐ Contains caffeine
☐ 100% juice

Step 6: Assess whether your machine meets the Standards for Beverage Vending Machines by answering the following questions. Use information from previous steps, Nutrition Facts labels, ingredients lists on packages, and vendor or manufacturers' websites to help you answer.

	Yes	No	N/A
Are there at least two slots of unsweetened or unflavored water in the top row?[1]			
Are there no sugary drinks stocked in the machine?[2]			
Is 100% juice stocked in no more than two slots? **Tip:** Count the number of "100% juice" check boxes checked in the planogram.			
Is 100% juice stocked only on the bottom row?			
Is 100% juice in 12-ounce or smaller containers?			
If there are advertisements on the front or side of the machine, do they promote water or unsweetened seltzer only?[3]			
Is calorie information per package available for all beverages?			
If your program serves children age 18 and younger, are all beverages free of low- and no-calorie sweeteners and artificial colors and flavors?			
If your program serves children age 12 and younger, do all beverages contain < 10 calories per 8 oz and are all beverages caffeine-free?			

If you answered "yes" to all the questions in Step 6, your machine is compliant and meets the Standards for Beverage Vending Machines.

If you answered "no" to any of the questions in Step 6, your machine does not meet the Standards for Beverage Vending Machines. Read Step 7 to learn how to make your machine compliant.

Step 7: If your machine does not meet the Standards for Beverage Vending Machines, develop an action plan to outline corrective steps. Use the table on Page 8 to list any standards your machine does not meet and create a timeline to correct them:

- Review the Standards for Beverage Vending Machines with your vendor and discuss any changes that need to be made to your machine.
- Request a list of beverages that meet the standards from your vendor.
- Create a planogram with beverages that meet the standards to share with your vendor.
- Work with your vendor to replace beverages that do not meet the standards.

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[1]If drinking water (such as from a water fountain) is available near a machine, the slots of water can be substituted with unsweetened and unflavored seltzer.
[2]Sugary drinks are beverages with added sugars (such as sodas, sweetened iced tea, and sports and energy drinks) and cannot be stocked. A sugary drink is any beverage that contains > 24 calories per 8 oz or equivalent.
[3]Promotional materials (such as advertisements or stickers) posted on the front or side of the machine can only be of water or unsweetened seltzer.

Instructions:

For any questions in Step 6 marked "no," list the standards that are not met, corrective steps and a time frame for completion in the following table.

Standard That Is Not Met	Corrective Steps	Time Frame for Completion
The tropical citrus drink is a sugary drink, as it contains > 24 calories per 8 oz.	1. Speak with your vendor about other beverages they offer. 2. Confirm the time frame for restocking the machine with your vendor. 3. Replace the beverage with one that contains ≤ 24 calories per 8 oz and no added sugars.	Three weeks (the next time the machine is restocked)
Calorie information is not posted.	1. Inform your vendor and send them the Standards for Beverage Vending Machines. 2. Ask your vendor to add calorie information next to price for each beverage in the machine.	Three weeks (the next time the machine is restocked)

Once your machine meets the standards:

- Tell staff and clients about the changes you made to the machine. Share the changes in a memo or your organization's newsletter with a link to the Standards for Beverage Vending Machines.
- Place the Beverage Vending Machine Decal (available at **on.nyc.gov/beverage-vending-decal**) on your machine to promote healthier beverage options.
- Solicit client feedback on the beverages in your machine regularly.