

Food Vending Machines Self-assessment Tool

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

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

Date: ____ / ____ / _____

City agency or organization name:

Name and role of person completing this assessment:

Phone number: _____

Email address: _____

Location of snack vending machine:

Self-assessment Template

Use the following template to assess your machine. Example items and instructions are listed to help you complete your assessment. For a full, blank self-assessment template to fill in and use, visit nyc.gov/health and search for **NYC Food Standards**.

Step 1: List all the items in your machine, including the brand name, product variety and package size.

Step 2: List the nutrition criteria (calories, saturated fat, trans fat, sodium, added sugar and fiber) for each item and indicate whether it meets the Standards for Food Vending Machines (“yes” or “no”). Use the nutrition criteria provided by your vendor or listed on the Nutrition Facts label or manufacturers’ website for each product.

Step 3: Indicate which items are grain- or potato-based. These include any items that list a grain (such as corn, wheat, rice or oats), potato or flour as the first ingredient. Count how many items in total are grain- or potato-based.

Step 4: Indicate which items contain whole or minimally processed fruit, vegetables, beans, lentils, peas, nuts or seeds as the first ingredient (“yes” or “no”).

Step 5: Indicate which items contain low-calorie or no-calorie sweeteners (“yes” or “no”). Programs serving children age 18 and younger may not stock items that contain artificial flavors or colors or low-calorie or no-calorie sweeteners. Programs serving adults older than age 18 must stock snacks that do not contain low-calorie or no-calorie sweeteners in greater than or equal to (≥) 50% of the slots in a machine.

Item Information		Nutrition Criteria Per Package						Ingredient Information		
Item and brand name	Package size in ounces (oz) or grams (g)	Does this item contain less than or equal to (≤) 200 calories?*	Does this item contain ≤ 2 g of saturated fat?†	Does this item contain 0 g of trans fat?	Does this item contain ≤ 200 milligrams (mg) of sodium?	Does this item contain < 5 g of added sugar?	Does this item contain greater than or equal to (≥) 2 g of fiber?‡	Does this item list a grain, potato or flour as the first ingredient?	Does this item list whole or minimally processed fruit, vegetables, beans, lentils, peas, nuts or seeds as the first ingredient?	Is this item free of low-calorie and no-calorie sweeteners?
Salted peanuts	2.75 oz	No (500)	Not applicable (N/A)	Yes (0)	No (260)	Yes (0)	N/A	No	Yes (peanuts)	Yes
Apple pie energy bar	1.6 oz	Yes (200)	Yes (1)	Yes (0)	Yes (10)	Yes (0)	N/A	No	Yes (dates)	Yes
Toasted oat cereal	1.3 oz	Yes (110)	Yes (0)	Yes (0)	Yes (105)	Yes (2)	Yes (4)	Yes (oats)	No	Yes
Dark chocolate nuts and sea salt bar	1.4 oz	Yes (180)	No (3)	Yes (0)	Yes (140)	Yes (4)	N/A	No	Yes (almonds)	Yes

*Snacks that contain only nuts, nut butter or seeds may contain ≤ 250 calories.

†Cheese and snacks that contain only nuts, nut butter or seeds are exempt.

‡Only grain- or potato-based snacks must contain ≥ 2 g of fiber.

Step 6: Count how many items are grain- or potato-based and how many items list whole or minimally processed fruit, vegetables, beans, lentils, peas, nuts or seeds as the first ingredient. If slots are empty, do not count them in the total number of slots. This information will be used in Step 7.

	Number of slots	Percentage of slots
Total number of slots in your machine		N/A
<p>Slots stocked with grain- or potato-based items</p> <p>To calculate the percentage of slots, divide the total number of slots in your machine by the number of slots stocked with grain- or potato-based items.</p> <p>For example, if your machine has 35 slots and 12 are stocked with grain- or potato-based items:</p> <ol style="list-style-type: none"> 1. Divide 12 by 35, which equals 0.34. 2. Multiply 0.34 by 100, which equals 34%. 		
<p>Slots stocked with items that contain whole or minimally processed fruit, vegetables, beans, lentils, peas, nuts or seeds as the first ingredient and no artificial colors or flavors or low-calorie or no-calorie sweeteners</p> <p>To calculate the percentage of slots, divide the total number of slots in your machine by the number of slots stocked with these types of items.</p> <p>For example, if your machine has 35 slots and 23 are stocked with these types of items:</p> <ol style="list-style-type: none"> 1. Divide 23 by 35, which equals 0.66. 2. Multiply 0.66 by 100, which equals 66%. 		

Step 7: Assess whether the items in your machine meet the Standards for Food Vending Machines by answering the following questions. Place a check mark in the correct box (“yes” or “no”):

	Yes	No
<p>Do all the items in your machine meet the nutrition criteria standards?</p> <p>If you answered “no” in any Nutrition Criteria Per Package columns, check “no.”</p>		
<p>Are < 50% of all the items stocked in your machine grain- or potato-based?</p>		
<p>Do ≥ 50% of all the items stocked in your machine list whole or minimally processed fruit, vegetables, beans, lentils, peas, nuts or seeds as the first ingredient and contain no artificial flavors or colors or low-calorie or no-calorie sweeteners?</p>		
<p>Is calorie information per package for each item posted on or near the machine?</p>		
<p>Are only items that meet the standards advertised on the machine?</p>		
<p>For programs serving children younger than age 18, are all the items in your machine free of artificial flavors and colors and low-calorie and no-calorie sweeteners?</p> <p>If your program only serves adults age 18 and older, skip this question.</p>		
<p>If your machine contains processed meat, can it be eliminated by 2025?</p> <p>If your machine does not contain processed meat, skip this question.</p>		

If you answered “yes” to all the questions in Step 7, your machine is compliant and meets the Standards for Food Vending Machines.

If you answered “no” to any question in Step 7, your machine does not meet the Standards for Food Vending Machines. Read Step 8 to learn how to make your machine compliant.

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

- Review the Standards for Food Vending Machines with your vendor and discuss any changes that need to be made to your machine.
- Request a list of snacks that meet the standards from your vendor.
- Create a planogram with snacks that meet the standards to share with your vendor. Examples of prepackaged snacks can be found at nyc.gov/assets/doh/downloads/pdf/cardio/ex-snacks.pdf.
- Work with your vendor to replace snacks that do not meet the standards.

Instructions: For any questions in Step 7 marked “no,” list the standards that are not met in the following table, correctives steps and a time frame for completion:

Standard That Is Not Met	Corrective Steps	Time Frame for Completion
Salted peanuts (2.75 oz) contain > 250 calories.	<ol style="list-style-type: none"> 1. Speak with your vendor about other items they offer. 2. Confirm the time frame for restocking the machine with your vendor. 3. Replace the item with a smaller package size of salted peanuts (1.37 oz and 250 calories). 	Three weeks (the next time the machine is restocked)
Calorie information is not posted.	<ol style="list-style-type: none"> 1. Inform your vendor and send them the Standards for Food Vending Machines. 2. Ask the vendor to post calorie information next to the price for each item 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 Food Vending Machines.
- Place the Food Vending Machine Decal (available at on.nyc.gov/food-vending-decal) on your machine to promote healthier snack options.
- Solicit client feedback on the snacks in your machine regularly.