



# Healthy Beverage Program: A Self Audit

Hospitals can play an important role in the communities they serve by modeling healthy behaviors. From food to beverages, there are many opportunities for hospitals to provide healthy, sustainable options for their patients, customers and staff. With a growing obesity epidemic, linked to chronic illnesses such as heart disease and diabetes, more now than ever, it is important for hospitals and health care systems to provide sustenance that supports healthy lifestyles. A large contributor to unhealthy lifestyles and one that has a negative environmental impact is the consumption of sugar-sweetened and bottled beverages. The elimination of sugar-sweetened beverages (SSBs) and other unhealthy bottled beverage options from patient trays/menus, retail establishments within the hospital, in vending machines, and via catering, is an important step in sending a signal to the community and the marketplace that the health care sector is committed to promoting health and the prevention of disease.

## Creating a Healthy Beverage Program

The critical first step in creating a Healthy Beverage Program in hospitals is performing an audit of beverage policies, practices, access points, and product selection currently in place. This will give the food service department the framework they need to create a clear and comprehensive plan for developing and implementing a Healthy Beverage Program. In the following pages you will find a baseline audit that will guide you through evaluating each aspect of your current beverage operation.

### Healthy Beverages Defined

Beverages should be locally sourced, sustainably produced and Organic when possible (See Definitions for Local/Sustainable). Beverages should be dispensed by tap or fountain AND reusable beverage containers encouraged when possible.

- Water The optimal beverage is filtered tap water. Other sources may include: unsweetened, 100% fruit-infused, seltzer or flavored
- 100% Fruit juice (optimal 4oz serving)
- 100% Vegetable juice (optimal sodium less than 140 mg)
- Milk (unflavored AND Certified Organic or rBGH-free)
- Non-dairy milk alternatives (unsweetened)
- Teas and Coffee (unsweetened with only naturally occurring caffeine)

### SSB Definition:<sup>1</sup>

Sugar-sweetened beverages (SSBs) include all sodas, fruit drinks, sport drinks, low-calorie drinks and other beverages that contain added caloric sweeteners, such as sweetened tea, rice drinks, bean beverages, sugar cane beverages, horchata and nonalcoholic wines/malt beverages.

- a. Sports drinks include all beverages marked for rehydration for athletes.
- b. Fruit drinks include all fruit drinks, fruit juices and fruit nectars with added sugar.
- c. Sodas include all carbonated beverages with added sugar.
- d. Other SSBs include sweetened tea, rice drinks, bean beverages, sugar cane beverages, horchata, nonalcoholic wines/malt beverages, etc.

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<sup>1</sup> Gortmaker S, Long M, Wang YC. "The Negative Impact of Sugar-Sweetened Beverages on Children's Health." Healthy Eating Research (November 2009): 1-8.

### **Sugar sweetened beverage examples**

- Soft drinks / Sodas
- Lemonade / Fruit Punch
- Flavored Milk
- Fruit and/or vegetable based drinks of less than 100% juice with added sweeteners (including sparkling drinks and smoothies)
- Energy drinks
- Water with added sugar (i.e. Vitamin water)
- Sports drinks
- Sweetened coffee / tea drinks

**\*\*\*If you are unsure of a beverage's category, write down the beverage name.\*\***

# GENERAL FACILITY BACKGROUND INFORMATION SHEET

Facility Name: \_\_\_\_\_

Facility Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Health System Name  
(if applicable) \_\_\_\_\_

Number of Building(s) Onsite \_\_\_\_\_

Number of Licensed Beds: \_\_\_\_\_

Average Patient Census \_\_\_\_\_

Number of Employees/Staff FTE: \_\_\_\_\_

## Audit Information

Date(s) Audit was conducted: \_\_\_\_\_

Conducted by: \_\_\_\_\_

# HEALTHY BEVERAGE TASK FORCE CONTACT INFORMATION SHEET

It is encouraged that individuals involved in beverage orders, sales, contract management, and program implementation are consulted in the completion of this audit. The development of a Healthy Beverage Taskforce including these individuals and other key personnel is highly recommended as a next step in implementing your Healthy Beverage Program. Please list all personnel contacted in completing this audit.

## Key Healthy Beverage Task Force Contacts/Advisors:

### Contact 1:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### Contact 2:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### Contact 3:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### Contact 4:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### Contact 5:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## **Key Background Documents:**

The first step in conducting a beverage audit is to gather all necessary key background documents. Below is a list of these documents that you may need in reviewing your current beverage environment.

### *Contracts:*

- Vending contracts: beverages (may also include snack vending)
- Contracts with soft drink bottlers (may be included in food service management contract)
- Contracts with bottled water delivery companies

### *Facility Policies:*

- Sustainable Food/Wellness policies
- Policies for meetings, parties, other events
- Solicitation / Marketing policy (if applicable)
- Policies regarding food/beverages served to clients as part of program activities (if applicable)

### *Map of Building:*

- If possible: Location of water fountains, coolers, and filtered water stations
- If not possible: Map of building's layout to mark location of water fountains, coolers, and filtered water stations and other beverage access points

# POLICIES AND PRACTICES

## I. Sustainable Food/Wellness Policies and Practices

1. Does your facility have a general health and wellness policy? *A wellness policy is a policy that addresses issues related to the health of employees, and may specify guidelines about beverage availability.*  Yes  No
  - a. Do you have a nutrition or green committee?  Yes  No
    - Who manages it? \_\_\_\_\_
    - Who is on it? \_\_\_\_\_
2. Have you signed the Healthy Food in Health Care Pledge?  Yes  No  
[http://www.noharm.org/us\\_canada/issues/food/pledge.php](http://www.noharm.org/us_canada/issues/food/pledge.php)
2. Are you using the Green Guide for Health Care Food Service Credit?  Yes  No  
[http://www.noharm.org/us\\_canada/issues/food/planning.php](http://www.noharm.org/us_canada/issues/food/planning.php)
3. Has your facility developed its own Sustainable Food Policy, with regards to catering, vending, patient menus, retail?  
 Yes  No

### If YES:

- a. Describe the policy (ies). \_\_\_\_\_  
\_\_\_\_\_
- b. Is this policy formal or informal? (written or just usual practice – *if written, obtain a copy if you do not already have one*) \_\_\_\_\_
- c. How is this policy monitored and enforced? \_\_\_\_\_
- d. Does this policy call for the reduction of sales of bottled beverages?  Yes  No
- e. Does this policy apply to beverages served at meetings?  Yes  No
- f. Does this policy apply to beverages served at parties, fundraisers or other after-work events?  
 Yes  No
- g. Who does this policy cover? Employees in the entire building, employees at other sites, etc.?  
\_\_\_\_\_

### If NO:

- h. Do you feel your facility's administration would be supportive of implementing a Sustainable Food Policy?  Yes  No
  - i. What do you think might be the key barriers or areas of resistance? \_\_\_\_\_  
\_\_\_\_\_
4. Does your facility have any practices in place currently that either discourage the purchase of SSBs and/or bottled beverages or encourage the use of publicly available water? *These could be stand alone policies (like healthy meeting policies, policies for serving beverages as part of other (agency/organization) activities, or part of a general health or wellness policy.*  Yes  No

a. If yes, do they:

- Reduced volume / availability of SSBs and/or bottled beverages  Yes  No
  - If yes, describe? \_\_\_\_\_
- Increase availability of healthier beverages,  Yes  No
  - If yes, describe? \_\_\_\_\_
- Decrease SSB and/or bottled beverage sales  Yes  No
  - If yes, describe: \_\_\_\_\_
- Utilize beverage placement strategies  Yes  No
  - If yes, describe: \_\_\_\_\_
- Increase price of SSBs and/or bottled beverages versus others  Yes  No
  - If yes, what is differential between SSB and/or bottled beverage and other of same size?  
\_\_\_\_\_
- Decrease / Eliminate promotion / advertising of SSBs and/or bottled beverages  Yes  No
  - If yes, describe: \_\_\_\_\_
- Increase promotion of publicly available water?
  - If yes, describe: \_\_\_\_\_
- Educate consumers on the environmental impact of bottled beverages and certain sweeteners (e.g., high fructose corn syrup production)?  Yes  No
  - If yes, describe: \_\_\_\_\_
- Utilize point of purchase signage and/or education?
  - If yes, describe: \_\_\_\_\_

## II. Next Steps

5. In regards to current policies, what do you think might be a key strategy to increase your percentage of healthy beverage sales, increasing access to public drinking water and reducing waste from bottled beverages at your facility? \_\_\_\_\_
- \_\_\_\_\_



# PURCHASING / PROCUREMENT

## III. SSB and Water Environment / Access Points:

1. Where can beverages be purchased within your facility?

a. In vending machines within the building?  Yes  No

i. How many vending machines are there? \_\_\_\_\_

ii. Who manages the vending contract, the hospital or another entity?

iii. Who in general manages the decisions about the machines, location, product mix, number of machines, etc. \_\_\_\_\_

iv. Who can access these vending machines? Employees, patients, and / or the publ \_\_\_\_\_  
\_\_\_\_\_

v. What times are the vending machines accessible? \_\_\_\_\_

vi. What is the volume in sales of vending machines per year? \_\_\_\_\_

1. Where does this money go (i.e., what departmental budget)? \_\_\_\_\_  
\_\_\_\_\_

b. In retail locations within the building?  Yes  No

i. How many retail locations are there? \_\_\_\_\_

ii. Who can access these retail locations/ cafeteria(s)? Employees, clients and / or the public?  
\_\_\_\_\_

iii. What times are the retail locations/ cafeteria(s) accessible? \_\_\_\_\_  
\_\_\_\_\_

iv. Average Number of People served per month? \_\_\_\_\_

v. Volume of beverage sales per year as a % of total sales and total budget? \_\_\_\_\_  
\_\_\_\_\_

vi. Is filtered water available in the retail locations/ cafeteria(s)? Is it free? \_\_\_\_\_  
\_\_\_\_\_

vii. Gather a list of fountain beverages offered including sizes and prices

viii. Gather a list of bottled beverages offered including sizes and prices

ix. Gather a list of value meal beverages offered including sizes and prices

c. On Patient Trays?  Yes  No

i. Gather a list of beverages offered on patient trays including sizes  
\_\_\_\_\_

- ii. What beverages are listed / advertised on the patient menu? \_\_\_\_\_  
\_\_\_\_\_
- iii. Does your facility have a policy that limits the amount of beverages a patient may order per tray?  
 Yes  No
- iv. What is the average volume of healthy beverages and SSBs utilized via the patient tray line per month?
- v. What beverages are offered in nourishment kitchens on patient floors? (include beverage size)
- vi. What is the average volume of healthy beverages and SSBs provided to nourishment kitchens on patient floors per month?
- d. In Catering (Internal & External)?  Yes  No
  - i. Gather a list of beverages offered listed / advertised on in-house catering menu including sizes and prices? \_\_\_\_\_  
\_\_\_\_\_
  - ii. Does your facility offer any catering practices or policies to reduce or eliminate SSB?
    - 1. For in-house catering
    - 2. Outsourced catering
- e. Is there anywhere else within the facility where sugar-sweetened beverages can be purchased?  Yes  
 No
  - i. If yes, where, and is the contract run by the hospital or and outside entity?
- f. Do you offer "unbottled" beverage service (e.g., pitchers of water, teas, juices, etc.)  Yes  No
  - i. If yes, Describe \_\_\_\_\_
- g. If SSBs' have been eliminated/ limited in any of these locations, are they available upon request? For what circumstances are they provided? \_\_\_\_\_  
\_\_\_\_\_

#### IV. Contracts:

- 2. Do you have contracts with a soft drink bottler, such as Coca-Cola, Pepsi-Cola, or Dr. Pepper?  Yes  No
  - a. If Yes:
    - i. Is your contract exclusive?  Yes  No
    - ii. How long is this contract in effect for? \_\_\_\_\_
    - iii. When does your present contract expire? \_\_\_\_\_
    - iv. Where does the contract apply? Cafeteria(s), vending, store, etc.? \_\_\_\_\_  
\_\_\_\_\_

3. Do you have contracts with a water bottler (e.g. Poland Spring) or a soft drink bottler that provides bottled water?

Yes  No

a. If YES:

i. Is your contract exclusive?  Yes  No

ii. How long is this contract in effect for? \_\_\_\_\_

iii. When does your present contract expire? \_\_\_\_\_

iv. Where does the contract apply? Cafeteria(s), vending, store, etc.? \_\_\_\_\_

\_\_\_\_\_

4. How are the revenues/profits from your beverage (SSB and water) sales incorporated into your budget?

a. What are these profits used for? \_\_\_\_\_

b. Do you receive a specified percentage of sales receipts?  Yes  No

c. Do these beverage revenues make up a significant percentage of your food service department budget?

Yes  No

d. What percent? \_\_\_\_\_

## V. Interventions / Barriers:

1. Are there any aspects related to your existing contracts with soft drink bottlers and/or water bottlers that would be barriers to reducing sugar-sweetened and bottled beverage options and increasing healthy beverage options at your facility?  Yes  No

○ If yes, what? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Are there any aspects related to marketing or sponsorship agreements that would be a barrier to reducing sugar-sweetened and bottled beverage options and increasing healthy beverage options at your facility?  Yes  No

○ If yes, what? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## VI. Next Steps

1. In regards to current purchasing and procurement practices, what do you think might be a key strategy for reducing sugar-sweetened beverages, increasing healthy beverage options and reducing waste from bottled beverages at your facility \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## FACILITIES / MAINTENANCE

### VII. Water Access:

1. Is there access to public drinking water points from the below areas?
  - Bulk bottled water (free)?  Yes  No
  - Coolers?  Yes  No
  - Filtered water stations?  Yes  No
  - Kitchen / Kitchenette sinks?  Yes  No
  - Pitchers of water?  Yes  No
  - Drinking fountains?  Yes  No
  - Other? Specific types \_\_\_\_\_  
\_\_\_\_\_
2. (If drinking fountains are available) What do you think the general perception of the water quality of publicly available drinking water is at your facility? \_\_\_\_\_  
\_\_\_\_\_

### VIII. Interventions / Barriers:

3. What do you think are the top barriers to increasing access to publicly available drinking water in your facility?  
\_\_\_\_\_  
\_\_\_\_\_

### IX. Next Steps

4. From a facilities/maintenance perspective, what do you think might be a key strategy to improving access to public drinking water at your facility? \_\_\_\_\_  
\_\_\_\_\_

# MAP

Using the map / floor plan you collected earlier, either confirm or mark the location of beverage and water access points. This should include all water fountains, coolers, filtered water stations, vending machines, stores, cafeterias, cafes, restaurants, etc.

## **Photographing Vending Machine(s), Store(s), Cafeteria(s), Café(s) / Restaurants and Other Access Points:**

It can be very helpful to have photographs of access points to beverages at your facility. Pictures can be useful when conveying points to key stakeholders in getting a Healthy Beverage Program approved. Additionally, taking photos now of these access points will allow for good before/after Healthy Beverage Program comparisons.

Take pictures of water fountain(s), vending machine(s), store(s), cafeteria(s), café(s) / restaurants and any other points of SSB/Water access.

- Place a numbered sticking note on water fountains and vending machines when taking photographs. For ease it may be best to have a separate series of numbers (i.e., Mark water fountains 1-10 and vending machines 1-10 separately).

### *Ideas for Pictures:*

1. Product Mix
2. Size of Beverage Options
3. Marketing / Advertisements
  - Vending machines: Photograph the entire front of the machine, and the side of the machine. Brand names on the side of vending machines can be classified as advertisements

Once you have completed your baseline assessment, bring the information you gathered back to your Healthy Beverage Task Force to discuss how to initiate your own Healthy Beverage Program.