



## Best practice: Healthy Food and Beverage Guidelines

To help you improve your work site food environment, research-based recommendations on healthy eating from the experts is summarized below. Use the information to define healthy foods and beverages at your organization based upon the beverage/food category. You may choose to start increasing the healthy options in just one category at a time or you may decide to have all your beverages and foods meet the preferred guidelines. The goal is to make healthy eating the easy choice for your employees.

### Beverages

To meet MINIMUM guidelines	To meet PREFERRED guidelines
<p>Offer water that:</p> <ul style="list-style-type: none"> <li>Is carbonated or noncarbonated</li> <li>Is flavored or sweetened with 100% fruit juice or artificial sweeteners and limited to 12 ounces or less</li> </ul> <p>Offer coffee or tea that:</p> <ul style="list-style-type: none"> <li>Is unsweetened</li> </ul> <p>Offer milk that:</p> <ul style="list-style-type: none"> <li>Is 1% (plain)</li> <li>Is nonfat (plain or flavored)</li> <li>Is a soy beverage (calcium- and vitamin D-fortified with <math>\leq 200</math> calories per container)</li> </ul> <p>Offer fruit juice that:</p> <ul style="list-style-type: none"> <li>Is 100% fruit juice (12 ounce limit)</li> <li>Is fruit juice combined with water or carbonated water (12 ounce limit, unsweetened)</li> </ul> <p>Offer vegetable juice that:</p> <ul style="list-style-type: none"> <li>100% vegetable juice (12 ounce limit; no added caloric sweeteners, and <math>\leq 200</math> mg of sodium per container)</li> </ul> <p>Offer sugar-free diet soda, teas and sports drinks</p> <p>Offer low-calorie beverages that:</p> <ul style="list-style-type: none"> <li><math>\leq 40</math> calories per container</li> </ul>	<p>Offer beverages that meet the minimum guidelines (see column at left) <i>and</i> meet the following guidelines:</p> <p>Offer water (no size limit) that:</p> <ul style="list-style-type: none"> <li>Is carbonated or noncarbonated</li> <li>Has no added sugar <i>and</i></li> <li>Has no artificial sweeteners</li> </ul> <p>Offer sweetened water that:</p> <ul style="list-style-type: none"> <li>Is carbonated or noncarbonated</li> <li>Is sweetened with 100% fruit juice (12 ounces or less) <i>and</i></li> <li>Has no artificial sweeteners</li> </ul> <p>Offer milk that:</p> <ul style="list-style-type: none"> <li>Is 1% (plain) or nonfat (plain) or a soy beverage</li> </ul> <p>Offer fruit juice that:</p> <ul style="list-style-type: none"> <li>Is 100% fruit juice (8 ounces or less)</li> </ul> <p>Do not offer sodas, sports drinks, or sweet teas.</p>

## Milk products

To meet MINIMUM guidelines	To meet PREFERRED guidelines
<p>Offer cheese, milk and yogurt that:</p> <ul style="list-style-type: none"> <li>• Provide no more than 35% of calories from fat,</li> <li>• Have no more than 10% of calories from saturated fat per serving <i>and</i></li> <li>• Have no trans fat</li> <li>• Have no more than 30 grams of total sugars in 8 ounce container yogurt (adjust proportionally for smaller containers)</li> </ul> <p>Offer dairy milk that:</p> <ul style="list-style-type: none"> <li>• Is nonfat (plain or flavored) or low fat (1%) <i>and</i></li> <li>• Has 22 grams of sugar or less per 8-ounce portion</li> </ul> <p>Offer soy milk that:</p> <ul style="list-style-type: none"> <li>• Is calcium-and vitamin D-fortified</li> <li>• Is <math>\leq</math> 200 calories per container</li> </ul> <p>Offer cheese that:</p> <ul style="list-style-type: none"> <li>• Is nonfat or low fat <i>and</i></li> <li>• Is less than 2 ounces per serving</li> </ul> <p>Offer yogurt that:</p> <ul style="list-style-type: none"> <li>• Is nonfat or low fat</li> <li>• Has no more than 4 grams of sugar per ounce or 30 grams per 8-ounce container</li> </ul>	<p>Offer milk products that meet the minimum guidelines (see column at left) <i>and</i> meet the following guidelines:</p> <p>Offer milk that:</p> <ul style="list-style-type: none"> <li>• Has no artificial sweeteners, colors or ingredients</li> </ul> <p>Offer cheese that:</p> <ul style="list-style-type: none"> <li>• Is 100% real cheese</li> </ul> <p>Offer yogurt that:</p> <ul style="list-style-type: none"> <li>• Is made with active cultures</li> </ul>

## Vegetables

To meet MINIMUM guidelines	To meet PREFERRED guidelines
<p>Offer vegetables that:</p> <ul style="list-style-type: none"> <li>• Are non-fried fresh, frozen or canned (reduced sodium only)</li> <li>• Have no more than 35% of calories from fat</li> <li>• Have no more than 10% of calories from saturated fat per serving <i>and</i></li> <li>• Contain no trans fat</li> </ul> <p>For juice, be sure it is prepared as :</p> <ul style="list-style-type: none"> <li>• 100% juice with no added sugar</li> <li>• Limited to 12 ounces and</li> <li>• Contains <math>\leq</math> 200 mg sodium per container</li> </ul>	<p>Offer vegetables that meet the minimum guidelines (see column at left) <i>and</i> meet the following guideline:</p> <ul style="list-style-type: none"> <li>• Contains no artificial sweeteners</li> </ul>

## Fruit

To meet MINIMUM guidelines	To meet PREFERRED guidelines
<p>Offer fruit that:</p> <ul style="list-style-type: none"> <li>• Is fresh</li> <li>• Is canned or frozen <i>and</i> packed in its own juice or water with no added sugar</li> <li>• Is dried</li> <li>• Is prepared as 100% juice (12 ounce limit; no caloric sweeteners)</li> </ul> <p>For dried fruit, be sure portion sizes are no larger than:</p> <ul style="list-style-type: none"> <li>• 1/2 cup or 1.5 ounces</li> </ul> <p>And are no more than:</p> <ul style="list-style-type: none"> <li>• 200 calories per package</li> <li>• 35% calories from fat (7 grams of fat per package)</li> <li>• 10% calories from saturated fat (2 grams saturated fat per package)</li> <li>• 0 grams trans fat</li> <li>• 200 mg sodium per package</li> </ul>	<p>Offer fruit that meets the minimum guidelines (see column at left) <i>and</i> meets the following guidelines:</p> <ul style="list-style-type: none"> <li>• Contains no artificial sweeteners</li> </ul> <p>For juice, be sure portion sizes are no larger than:</p> <ul style="list-style-type: none"> <li>• 100% juice: 6–8 ounces (1 serving)</li> </ul>

## Grains

To meet MINIMUM guidelines	To meet PREFERRED guidelines
<p>Offer grains that:</p> <ul style="list-style-type: none"> <li>• Have no more than 35% of their calories from fat</li> <li>• Provide no more than 10% of calories from saturated fat per serving <i>and</i></li> <li>• Have no trans fat</li> </ul> <p>It is better if those grains also:</p> <ul style="list-style-type: none"> <li>• Provide at least a 1/2 serving (8 grams) of whole grain <i>and</i></li> <li>• Include at least 2 grams of fiber per serving</li> </ul> <p>For snacks, be sure portion sizes are no larger than:</p> <ul style="list-style-type: none"> <li>• Chips, crackers, popcorn: 1.25 ounces</li> <li>• Cookies, cereal bars: 2 ounces</li> <li>• Bakery items: 2 ounces</li> </ul> <p>And snacks contain no more than:</p> <ul style="list-style-type: none"> <li>• 200 calories per package</li> <li>• 35% calories from fat (7 grams of fat per package)</li> <li>• 10% calories from saturated fat (2 grams saturated fat per package)</li> <li>• 0 grams trans fat</li> <li>• 200 mg sodium per package</li> </ul>	<p>Offer grains that meet the minimum guidelines (see column at left) <i>and</i> meet the following guidelines:</p> <ul style="list-style-type: none"> <li>• Provide at least a 1/2 serving (8 grams) of whole grain per serving in a snack product, or 50% of the grain ingredients are whole grain (whole grain as the first ingredient)</li> <li>• Include at least 3 grams of fiber per serving or 10% of the daily value of fiber</li> <li>• Contain no artificial sweeteners <i>and</i></li> <li>• Do not have sugar listed as the first or second ingredient</li> </ul> <p>It is best for grains to contain no artificial colors or ingredients.</p>

## Meats (including fish, seafood and poultry), beans, nuts and seeds

To meet <b>MINIMUM</b> guidelines	To meet <b>PREFERRED</b> guidelines
<p>Offer meats and beans that:</p> <ul style="list-style-type: none"> <li>• Are lean (less than 10 grams of fat, 4.5 grams of saturated fat and 95 mg of cholesterol per 3.5 ounces or 100 grams) <i>or</i></li> <li>• Are extra lean (less than 5 grams of fat, 2 grams of saturated fat and 95 mg of cholesterol per 3.5 ounces or 100 grams)</li> </ul> <p>Offer meats that:</p> <ul style="list-style-type: none"> <li>• Have no more than 35% of calories from fat,</li> <li>• Have no more than 10% of calories from saturated fat per serving <i>and</i></li> <li>• Have no trans fat</li> <li>• No more than <math>\leq 480</math> mg sodium in entrée size package or <math>\leq 200</math> mg sodium in snack size package</li> </ul> <p>Offer nuts and seeds that:</p> <ul style="list-style-type: none"> <li>• Do not have sugar listed as the first ingredient</li> </ul> <p>Offer peanut butter or other nut butters that:</p> <ul style="list-style-type: none"> <li>• Have no added sugar <i>and</i></li> <li>• Have no trans fat</li> </ul> <p>Be sure portion sizes are no larger than:</p> <ul style="list-style-type: none"> <li>• Meats: 3 ounces</li> <li>• Nuts and seeds: 1.5 – 2 ounces</li> <li>• Nut butters: 2 tablespoons</li> </ul>	<p>Offer meats, beans, nuts and seeds that meet the minimum guidelines (see column at left) <i>and</i> meet the following guidelines:</p> <p>Offer nuts and seeds that:</p> <ul style="list-style-type: none"> <li>• Have no artificial sweeteners</li> <li>• Have no added sugar</li> <li>• Have no added fat <i>and</i></li> <li>• Are no more than 1.5 ounces</li> </ul>

## Combination foods

(entrées, burgers and sandwiches, desserts, side dishes and snacks)

To meet <b>MINIMUM</b> guidelines	To meet <b>PREFERRED</b> guidelines
<p>Serve entrees, burgers and sandwiches that:</p> <ul style="list-style-type: none"> <li>• Are no more than 400 calories,</li> <li>• Have no more than 35% total calories as fat (15 grams of fat),</li> <li>• Have no more than 10% calories from saturated fat (4 grams of saturated fat)</li> <li>• 0 grams trans fat</li> <li>• No more than 35% calories from total sugar (15 grams of total sugars) <i>and</i></li> <li>• Have about 480 mg of sodium</li> </ul> <p>Serve desserts, side dishes and snacks that:</p> <ul style="list-style-type: none"> <li>• Are no more than 200 calories</li> <li>• Have no more than 35% calories from fat (7 grams of fat)*,</li> <li>• Have no more than 10% saturated fat (2 grams of saturated fat)*,</li> <li>• Have no trans fat,</li> <li>• Have no more than 35% of calories from total sugars (10 grams of sugar)** <i>and</i></li> <li>• Have 200 mg of sodium or less</li> </ul> <p><i>* Exception of packages that contain 100% nuts or seeds</i> <i>** Exception of yogurt that will not contain more than 30 grams of total sugars per 8 ounce container</i></p>	<p>Follow the minimum guidelines (see column at left) <i>and</i> contain at least two of the following in each category:</p> <p>Serve entrées, burgers and sandwiches that:</p> <ul style="list-style-type: none"> <li>• Ensure that at least 50% of grains are whole grains (determined by product having whole grains as first ingredient) <i>and/or</i></li> <li>• Ensure that 1/4 cup of fruit <i>and/or</i></li> <li>• Ensure that 1/4 cup non-fried vegetable <i>and/or</i></li> <li>• Ensure that 1/4 cup fat-free/low-fat dairy <i>and/or</i></li> <li>• 1 ounce of nuts or 1 tbsp. nut butter <i>and/or</i></li> <li>• At least 10% of the Daily Value of naturally occurring nutrient (calcium, potassium, vitamin D or fiber)</li> </ul> <p>Follow the minimum guidelines (see column at left) <i>and</i> contain at least one of the following in each category:</p> <p>Serve desserts, side dishes and snacks that:</p> <ul style="list-style-type: none"> <li>• Ensure that at least 50% of grains are whole grains (determined by product having whole grains as first ingredient) <i>and/or</i></li> <li>• Ensure that 1/4 cup of fruit <i>and/or</i></li> <li>• Ensure that 1/4 cup non-fried vegetable <i>and/or</i></li> <li>• Ensure that 1/4 cup fat-free/low-fat dairy <i>and/or</i></li> <li>• 1 ounce of nuts or 1 tbsp. nut butter <i>and/or</i></li> <li>• At least 10% of the Daily Value of naturally occurring nutrient (calcium, potassium, vitamin D or fiber)</li> </ul>

## Condiments

To meet <b>MINIMUM</b> guidelines	To meet <b>PREFERRED</b> guidelines
<p>Offer fats that:</p> <ul style="list-style-type: none"> <li>• Are made with unsaturated oils such as canola or olive oil</li> <li>• Exclude trans fat</li> </ul> <p>Provide choices, such as:</p> <ul style="list-style-type: none"> <li>• Olive oil or trans fat-free oils served alongside butter</li> <li>• Herb blends served alongside salt</li> </ul>	