

Worksites

SHIP Environmental Assessment Tool



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3. Are any free foods visible in the facility?

___ **No** → If no, skip to question 5

___ **Yes** → If yes, please check the boxes corresponding with the kinds of free foods available in the facility.

- Candy dish(es)
- Foods/beverages (“treats”) brought in by staff members
- Meals/snacks provided by employer/company reps
- Meals/snacks brought in by customers/clients

4. Please describe the free foods that are visible in the facility: _____

5. Coffee/snack carts on campus?
 ___ No → If no, skip to question 8
 ___ Yes → If yes, how many: _____

6. Are there signs identifying healthy alternatives/menu options?
 ___ No
 ___ Yes → If yes, please describe:

7. What hours is the coffee/snack cart open for business?
 24 hours
 OR
 Open: _____ am pm
 Closed: _____ am pm

8. Beverages for sale in coffee/snack cart:

Types of Beverages	# of Varieties present	Largest Size present (fl oz)
<input type="checkbox"/> Coffee/Tea Drinks (Unsweetened)		
<input type="checkbox"/> Coffee/Tea Drinks (Sweetened)		
<input type="checkbox"/> Energy Drinks		
<input type="checkbox"/> Hot Chocolate		
<input type="checkbox"/> Juice (100%)		
<input type="checkbox"/> Juice Drink (Sweetened)		
<input type="checkbox"/> Milk (≤2% Fat, Unsweetened)		
<input type="checkbox"/> Milk (≤2% Fat, Sweetened)		
<input type="checkbox"/> Milk (Whole, Unsweetened)		
<input type="checkbox"/> Milk (Whole, Sweetened)		
<input type="checkbox"/> Smoothies (100% Juice)		
<input type="checkbox"/> Smoothies (Sweetened)		
<input type="checkbox"/> Sodas		
<input type="checkbox"/> Sodas – Diet		
<input type="checkbox"/> Soy Milk		
<input type="checkbox"/> Sports Drinks		
<input type="checkbox"/> Water		
<input type="checkbox"/> _____		
<input type="checkbox"/> _____		
<input type="checkbox"/> _____		
<input type="checkbox"/> _____		

9. Foods for sale in coffee/snack cart:

Food Category	Types of Food	# Varieties	Types of Food	# Varieties
<p>HOT FOODS (Foods that are already heated or warmed & ready to eat.)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Bacon/Sausage/Ham <input type="checkbox"/> Burgers - Beef <input type="checkbox"/> Burgers - Chicken <input type="checkbox"/> Burgers - Veggie <input type="checkbox"/> Burritos/Chimichangas <input type="checkbox"/> Chicken nuggets <input type="checkbox"/> Fries/Chili Cheese Fries <input type="checkbox"/> Hot dogs/Corn dogs <input type="checkbox"/> Hot Sandwiches <input type="checkbox"/> Nachos <input type="checkbox"/> Macaroni and cheese <input type="checkbox"/> Meat or fish entrée 		<ul style="list-style-type: none"> <input type="checkbox"/> Pancakes/Waffles <input type="checkbox"/> Pizza <input type="checkbox"/> Rice bowl <input type="checkbox"/> Soup <input type="checkbox"/> Tacos/TaQUITOS <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ 	
<p>COLD FOODS (Foods that are eaten cold or at room temperature.)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Cereal/Oatmeal <input type="checkbox"/> Cold Sandwiches <input type="checkbox"/> Eggs (hard boiled) <input type="checkbox"/> Entrée salads (packaged) <input type="checkbox"/> Salad bar <input type="checkbox"/> Wraps 		<ul style="list-style-type: none"> <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ 	
<p>SNACK FOODS (“Convenience” or pre-packaged foods, often branded.)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Bagels <input type="checkbox"/> Bagels - With cream cheese <input type="checkbox"/> Cakes and pastries – Regular <input type="checkbox"/> Cakes and pastries – Low fat/cal <input type="checkbox"/> Candy <input type="checkbox"/> Candy – Artificially sweetened <input type="checkbox"/> Chips – Regular <input type="checkbox"/> Chips – Baked <input type="checkbox"/> Cookies – Regular <input type="checkbox"/> Cookies – Low fat/cal <input type="checkbox"/> Crackers, pretzels, popcorn <input type="checkbox"/> Fruit – Dried (no sugar added) <input type="checkbox"/> Fruit – Fresh <input type="checkbox"/> Frozen dessert (not ice cream) 		<ul style="list-style-type: none"> <input type="checkbox"/> Ice Cream (not frozen yogurt) <input type="checkbox"/> Jell-o & Pudding <input type="checkbox"/> Meat Snacks (Jerky, Slim Jim..) <input type="checkbox"/> Seeds & Nuts <input type="checkbox"/> Snack Bars (Granola, Energy..) <input type="checkbox"/> Trail Mix – Added sugar <input type="checkbox"/> Trail Mix – No added sugar <input type="checkbox"/> Vegetables – Fresh <input type="checkbox"/> Yogurt <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ 	

10. Cafeteria on campus?
 ___ No → If no, skip to question 13
 ___ Yes → If yes, how many: _____

11. Are there signs identifying healthy alternatives/menu options?
 ___ No
 ___ Yes → If yes, please describe:

12. What hours is the cafeteria open for business?
 24 hours
 OR
 Open: _____ am pm
 Closed: _____ am pm

13. Beverages for sale in cafeteria:

Types of Beverages	# of Varieties present	Largest Size present (fl oz)
<input type="checkbox"/> Coffee/Tea Drinks (Unsweetened)		
<input type="checkbox"/> Coffee/Tea Drinks (Sweetened)		
<input type="checkbox"/> Energy Drinks		
<input type="checkbox"/> Hot Chocolate		
<input type="checkbox"/> Juice (100%)		
<input type="checkbox"/> Juice Drink (Sweetened)		
<input type="checkbox"/> Milk (≤2% Fat, Unsweetened)		
<input type="checkbox"/> Milk (≤2% Fat, Sweetened)		
<input type="checkbox"/> Milk (Whole, Unsweetened)		
<input type="checkbox"/> Milk (Whole, Sweetened)		
<input type="checkbox"/> Smoothies (100% Juice)		
<input type="checkbox"/> Smoothies (Sweetened)		
<input type="checkbox"/> Sodas		
<input type="checkbox"/> Sodas – Diet		
<input type="checkbox"/> Soy Milk		
<input type="checkbox"/> Sports Drinks		
<input type="checkbox"/> Water		
<input type="checkbox"/> _____		
<input type="checkbox"/> _____		
<input type="checkbox"/> _____		
<input type="checkbox"/> _____		

14. Foods for sale in cafeteria:

Food Category	Types of Food	# Varieties	Types of Food	# Varieties
<p>HOT FOODS (Foods that are already heated or warmed & ready to eat.)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Bacon/Sausage/Ham <input type="checkbox"/> Burgers - Beef <input type="checkbox"/> Burgers - Chicken <input type="checkbox"/> Burgers - Veggie <input type="checkbox"/> Burritos/Chimichangas <input type="checkbox"/> Chicken nuggets <input type="checkbox"/> Fries/Chili Cheese Fries <input type="checkbox"/> Hot dogs/Corn dogs <input type="checkbox"/> Hot Sandwiches <input type="checkbox"/> Nachos <input type="checkbox"/> Macaroni and cheese <input type="checkbox"/> Meat or fish entrée 		<ul style="list-style-type: none"> <input type="checkbox"/> Pancakes/Waffles <input type="checkbox"/> Pizza <input type="checkbox"/> Rice bowl <input type="checkbox"/> Soup <input type="checkbox"/> Tacos/Taquitos <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ 	
<p>COLD FOODS (Foods that are eaten cold or at room temperature.)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Cereal/Oatmeal <input type="checkbox"/> Cold Sandwiches <input type="checkbox"/> Eggs (hard boiled) <input type="checkbox"/> Entrée salads (packaged) <input type="checkbox"/> Salad bar <input type="checkbox"/> Wraps 		<ul style="list-style-type: none"> <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ 	
<p>SNACK FOODS (“Convenience” or pre-packaged foods, often branded.)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Bagels <input type="checkbox"/> Bagels - With cream cheese <input type="checkbox"/> Cakes and pastries – Regular <input type="checkbox"/> Cakes and pastries – Low fat/cal <input type="checkbox"/> Candy <input type="checkbox"/> Candy – Artificially sweetened <input type="checkbox"/> Chips – Regular <input type="checkbox"/> Chips – Baked <input type="checkbox"/> Cookies – Regular <input type="checkbox"/> Cookies – Low fat/cal <input type="checkbox"/> Crackers, pretzels, popcorn <input type="checkbox"/> Fruit – Dried (no sugar added) <input type="checkbox"/> Fruit – Fresh <input type="checkbox"/> Frozen dessert (not ice cream) 		<ul style="list-style-type: none"> <input type="checkbox"/> Ice Cream (not frozen yogurt) <input type="checkbox"/> Jell-o & Pudding <input type="checkbox"/> Meat Snacks (Jerky, Slim Jim..) <input type="checkbox"/> Seeds & Nuts <input type="checkbox"/> Snack Bars (Granola, Energy..) <input type="checkbox"/> Trail Mix – Added sugar <input type="checkbox"/> Trail Mix – No added sugar <input type="checkbox"/> Vegetables – Fresh <input type="checkbox"/> Yogurt <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ 	

15. Gift shop on campus?
 ___ No → If no, skip to question 18
 ___ Yes → If yes, how many: _____

16. Are there signs identifying healthy alternatives/menu options?
 ___ No
 ___ Yes → If yes, please describe:

17. What hours is the gift shop open for business?
 24 hours
 OR
 Open: _____ am pm
 Closed: _____ am pm

18. Beverages for sale in gift shops:

Types of Beverages	# of Varieties present	Largest Size present (fl oz)
<input type="checkbox"/> Coffee/Tea Drinks (Unsweetened)		
<input type="checkbox"/> Coffee/Tea Drinks (Sweetened)		
<input type="checkbox"/> Energy Drinks		
<input type="checkbox"/> Hot Chocolate		
<input type="checkbox"/> Juice (100%)		
<input type="checkbox"/> Juice Drink (Sweetened)		
<input type="checkbox"/> Milk (≤2% Fat, Unsweetened)		
<input type="checkbox"/> Milk (≤2% Fat, Sweetened)		
<input type="checkbox"/> Milk (Whole, Unsweetened)		
<input type="checkbox"/> Milk (Whole, Sweetened)		
<input type="checkbox"/> Smoothies (100% Juice)		
<input type="checkbox"/> Smoothies (Sweetened)		
<input type="checkbox"/> Sodas		
<input type="checkbox"/> Sodas – Diet		
<input type="checkbox"/> Soy Milk		
<input type="checkbox"/> Sports Drinks		
<input type="checkbox"/> Water		
<input type="checkbox"/> _____		
<input type="checkbox"/> _____		
<input type="checkbox"/> _____		
<input type="checkbox"/> _____		

19. Foods for sale in gift shops:

Food Category	Types of Food	# Varieties	Types of Food	# Varieties
<p>HOT FOODS (Foods that are already heated or warmed & ready to eat.)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Bacon/Sausage/Ham <input type="checkbox"/> Burgers - Beef <input type="checkbox"/> Burgers - Chicken <input type="checkbox"/> Burgers - Veggie <input type="checkbox"/> Burritos/Chimichangas <input type="checkbox"/> Chicken nuggets <input type="checkbox"/> Fries/Chili Cheese Fries <input type="checkbox"/> Hot dogs/Corn dogs <input type="checkbox"/> Hot Sandwiches <input type="checkbox"/> Nachos <input type="checkbox"/> Macaroni and cheese <input type="checkbox"/> Meat or fish entrée 		<ul style="list-style-type: none"> <input type="checkbox"/> Pancakes/Waffles <input type="checkbox"/> Pizza <input type="checkbox"/> Rice bowl <input type="checkbox"/> Soup <input type="checkbox"/> Tacos/TaQUITOS <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ 	
<p>COLD FOODS (Foods that are eaten cold or at room temperature.)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Cereal/Oatmeal <input type="checkbox"/> Cold Sandwiches <input type="checkbox"/> Eggs (hard boiled) <input type="checkbox"/> Entrée salads (packaged) <input type="checkbox"/> Salad bar <input type="checkbox"/> Wraps 		<ul style="list-style-type: none"> <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ 	
<p>SNACK FOODS (“Convenience” or pre-packaged foods, often branded.)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Bagels <input type="checkbox"/> Bagels - With cream cheese <input type="checkbox"/> Cakes and pastries – Regular <input type="checkbox"/> Cakes and pastries – Low fat/cal <input type="checkbox"/> Candy <input type="checkbox"/> Candy – Artificially sweetened <input type="checkbox"/> Chips – Regular <input type="checkbox"/> Chips – Baked <input type="checkbox"/> Cookies – Regular <input type="checkbox"/> Cookies – Low fat/cal <input type="checkbox"/> Crackers, pretzels, popcorn <input type="checkbox"/> Fruit – Dried (no sugar added) <input type="checkbox"/> Fruit – Fresh <input type="checkbox"/> Frozen dessert (not ice cream) 		<ul style="list-style-type: none"> <input type="checkbox"/> Ice Cream (not frozen yogurt) <input type="checkbox"/> Jell-o & Pudding <input type="checkbox"/> Meat Snacks (Jerky, Slim Jim..) <input type="checkbox"/> Seeds & Nuts <input type="checkbox"/> Snack Bars (Granola, Energy..) <input type="checkbox"/> Trail Mix – Added sugar <input type="checkbox"/> Trail Mix – No added sugar <input type="checkbox"/> Vegetables – Fresh <input type="checkbox"/> Yogurt <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ 	

ADVERTISING AND PROMOTION

20. What kinds of promotion and advertising of sodas and brand names are visible in and around the facility?

- None**
 Posters Vending machines Office supplies (paper pads, pencils, etc.)
 Drinking cups Other (Please describe): _____

21. Location of advertisements

- None**
 Cafeteria Waiting Room Hallway
 Staff Lounge Other (Please describe): _____

22. Are there any promotional messages related to healthy eating located in the facility?

- N
Y →

If **yes**, please describe:

23. Location of healthy eating messages

- None**
 Cafeteria Waiting Room Hallway
 Staff Lounge Other (Please describe): _____

24. Are there any promotional messages related to physical activity located in the facility?

- N
Y →

If **yes**, please describe:

25. Location of physical activity messages

- None**
 Cafeteria Waiting Room Hallway
 Staff Lounge Other (Please describe): _____

NUTRITION AND PHYSICAL ACTIVITY POLICIES & PROGRAMS

This information will be obtained through discussion with food service administrators, human resources administrators, and facilities managers.

1. Who is in charge of making decisions with regard to the kinds of foods and beverages that are purchased for sale in the cafeteria, catering, vending machines, gift shop, and coffee/snack carts? How are these decisions made?

2. Are there any nutrition policies for foods and beverages served in the cafeteria, catering, vending machines, gift shop, coffee/snack carts, or by pharmaceutical representatives? (*Probe for policies restricting sodas sold in vending machines, limiting times when unhealthy foods and beverages might be sold, and policies allowing the sale of foods and beverages meeting certain nutrition standards*)

N
Y →

If yes, please describe:

3. Does the facility contract with outside vendors for:
food service?

N
Y → If yes,

Who is the contractor? _____

What is the length of the contract? _____

Who manages revenue? _____

How the is revenue used? _____

Are there provisions in the contract for healthy food purchasing? _____

What is the capacity for purchasing off contract? _____

vending machines?

N
Y → If yes,

Who is the contractor? _____

What is the length of the contract? _____

Who manages revenue? _____

How is the revenue used? _____

Are there provisions in the contract for healthy food purchasing? _____

What is the capacity for purchasing off contract? _____

gift shop?

N
Y → If yes,

Who is the contractor? _____

What is the length of the contract? _____

Who manages revenue? _____

How is the revenue used? _____

Are there provisions in the contract for healthy food purchasing? _____

What is the capacity for purchasing off contract? _____

coffee/snack cart?

N
Y → If yes,

Who is the contractor? _____

What is the length of the contract? _____

Who manages revenue? _____

How is the revenue used? _____

Are there provisions in the contract for healthy food purchasing? _____

What is the capacity for purchasing off contract? _____

4. Does the facility have on-site nutrition activities or events (farmers markets, health fairs, etc.)?

N

Y →

If yes, please describe:

5. Are there written policies on physical activity for the institution? (*Probe for policies requiring physical activity breaks during meetings, allowing employees to have “walking” meetings*)

N

Y →

If yes, please describe:

6. Are there other institutional programs and policies that encourage employees to engage in physical activity during or outside of work hours (fitness club memberships, worksite wellness policies, discounts at local gyms, time during work day to engage in PA)?

N

Y →

If yes, please describe:

7. Additional observations:

This is the end of the assessment. The following pages provide information on the beverage and food categories used in the food assessment.

List of beverage categories with identification numbers:

1	soda
2	diet soda
3	100% juice
4	70-99% juice, unsweetened
5	sweetened juice drink
6	artificially sweetened drink
7	sweetened coffee/tea drink/hot chocolate
8	sports drink
9	water
10	milk
11	sweetened non-fat 8oz or less milk
12	unsweetened 2%, 8oz or less milk
13	sweetened and: >0% fat (any size); or 0% fat and > 8oz milk
14	Carbonated 100% Juice
15	Carbonated water
16	Unflavored Milk, % fat unknown
17	Water with natural flavors, no sweetener
18	Juice/water drink, 50-99% juice
19	Carbonated water with natural flavors, no sweetener
20	Juice/carbonated water drink, 50-99% juice
21	Carbonated sweetened juice drink
22	unsweetened coffee or tea
23	sweetened water drink
24	Carbonated sweetened water drink
99	unknown

List of food categories with identification numbers:

1	Bagels & Breads
2	Baked Chips
3	Breakfast Entrees
4	Hot Entrees
5	Cakes and Pastries
6	Candy
7	Cereal & Oatmeal
8	Chips
9	Cold Sandwiches
10	Cookies
11	Entree Salads
12	Fries
13	Frozen Desserts (not ice cream)
14	Snack Bars
15	Meat Snacks
16	Other Dairy Foods
17	Pizza
18	Seeds & Nuts
19	Trail Mix
20	Fruits & Vegetables
21	Yogurt
22	Side Salads
23	Cheese and eggs
24	Ice cream
97	Other Foods
98	Unknown
99	Empty slot(s)