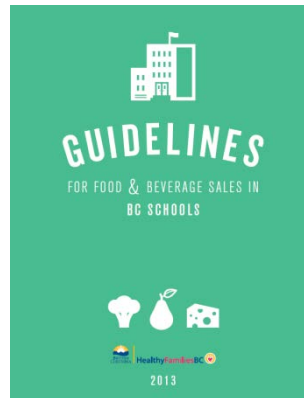


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# Learning to Use the Checklist

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HealthLinkBC  
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# Outline



1. What are the Guidelines for Food and Beverage Sales in BC Schools?
2. What is the Checklist?
3. How do I use the Checklist?
4. How do I score a cookie recipe using the Checklist?
5. What can I do if my recipe scores as “Do Not Sell”?



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# 1. What are the Guidelines for Food and Beverage Sales in BC Schools?

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# What are the Guidelines?

- The Guidelines define the **minimum nutrition standard** for the sale of healthy food and beverages in B.C. public schools.
- The Guidelines apply to all food and beverages **sold** to **students**.
- Full implementation of the Guidelines is expected by September 2014



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## 2. What is the Checklist?


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# What is the Checklist?

The Checklist is a new tool used to score freshly made food and beverages to determine if they are eligible for sale in schools.


The Checklist is found in the Guidelines Manual which is available online at:

[www.healthlinkbc.ca/foodguidelines](http://www.healthlinkbc.ca/foodguidelines)



THE CHECKLIST  
SCORING FRESHLY MADE FOOD & BEVERAGES

*The Checklist is used to ensure freshly made food and beverages sold to students meet the Nutrient Criteria.*



The Checklist is recommended for cafeterias, restaurants or caterers that provide freshly made food for sale in BC schools and whose menu items do not come with nutrition information. If nutrition information is available for freshly made items, score them using the Nutrient Criteria.

18 GUIDELINES FOR FOOD & BEVERAGE SALES IN BC SCHOOLS - 2013

# What is the Checklist?

- The Checklist is completed by the food provider
- Questions are customized for each food category
- Users calculate sodium, sugar, and fat contributions of key ingredients in their recipes
- Items score as “Sell” or “Do Not Sell”
- Only items that score as “Sell” are eligible for sale in schools

## Grain Dishes and Baked Goods



### Sodium

#### Reducing sodium (cont.)

- Compare the serving size at the top of the Nutrition Facts table to the amount in your recipe and use this to calculate how much sodium the ingredient contributes to your recipe
- 3. Add up the sodium that each product contributes to the recipe
- 4. If salt is added to pasta water include an extra 200 mg of sodium for every 100 g of raw pasta that is cooked
- 5. Divide this result by the number of servings your recipe serves

Does your recipe have 450 mg or less of sodium per serving sold?

Yes  No

### Sugars

#### Reducing sugar



*Scoring tip: Reduce the added sugar in your recipe by adding fruit (fresh or dried) or cooked squash for sweetness, flavour and nutrients in grain based products.*

Does your recipe have 20 ml or less of added sugars (includes all sugars, honey, molasses, syrup, chocolate chips and candies) per serving sold?

Yes  No

### Sugar Subs.

#### Sugar Substitutes

Is your recipe free of sugar substitutes? (In Secondary schools sugar substitutes use is permitted so check 'Yes'.)

Yes  No

### Fat

#### Using small amounts of fat

When your recipe includes any of the ingredients below, follow the numbered instructions.

#### Key Sources of Fat

- Vegetable oil
- Butter
- Salad dressing
- Cream cheese
- Cheese
- Margarine
- Mayonnaise
- Cream
- Sour cream
- Chips or prepackaged crispy noodles

For more information contact [HealthLink BC - Dial 8-1-1](#)

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# 3. How do I use the Checklist?

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# How do I use the Checklist?

## How To: USE THE CHECKLIST



### YOU WILL NEED:

- *An understanding of how to read a Nutrition Facts table (see page 80)*
- *Basic mathematical skills*
- *A calculator and note pad*
- *Access to the prepackaged food in your recipes to read their nutrition labels*

- 1 Choose the category where your food or beverage fits.
- 2 Read the description at the top of the category to see if your food fits. If it doesn't fit, the directions below the description will help you choose the appropriate category.
- 3 Score your recipe by answering each of the questions in that category. All answers must be 'Yes' for your recipe to be scored as *Sell*.
- 4 If your recipe scores as *Do Not Sell* (you have any checkmarks in the 'No' column), use the scoring tips or dial 8-1-1 to talk to a HealthLink BC Dietitian. They will help you revise your recipe to meet the Guidelines.



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# How do I use the Checklist?

- Choose the category where the food or beverage fits best.
- Read through the Checklist and answer all the Yes/No questions along the right side of each page in the category.
- Be sure to follow the numbered steps when calculating the amounts of sodium, sugar and fat (when applicable).

**All answers must be “yes” for the recipe to score as Sell.**



# How do I use the Checklist?

## Table of Contents

20 Salads, Vegetables and  
Fruit Dishes

22 Grain Dishes and Baked  
Goods

25 Meat and Alternative  
Dishes

27 Mixed Entrées,  
Sandwiches, Wraps, Pitas  
Burgers and Pizza

30 Side Dishes

32 Soup

34 Side Sauces and Dips

36 Beverages

# How do I use the Checklist?

## The Checklist: Scoring Freshly Made Food and Beverages *Grain Dishes and Baked Goods*



This category is for scoring recipes that have mostly grains for ingredients.

Examples: rice, noodles, quinoa, couscous, pancakes, waffles, oatmeal, granola, bread, buns, muffins, cookies, granola bars, cakes, dessert squares

If your recipe has core ingredients from 2 or more food groups from Canada's Food Guide:

- When served as a main, score it under the 'Mixed Entrées, Sandwiches, Wraps, Pitas, Burgers and Pizza' category
- When served as a side dish, score it either here or under the 'Side Dishes' category

**Note:** If you are using a prepackaged product, preparing it as directed on the package and there is a Nutrition Facts Table for the product 'as prepared', then score the product using the Nutrient Criteria.

**Answer each of the bolded questions in this category and select 'Yes' or 'No'.**

- All '**Yes**' checkmarks = the recipe is scored as *Sell*
- Any '**No**' checkmarks = the recipe is scored as *Do Not Sell*

If your recipe is *Do Not Sell*, use the scoring tips or dial 8-1-1 to ask a Dietitian for help creating healthier options.

# Answer all the Yes/No questions along the right side of each page.

**Answer each of the bolded questions in this category and select 'Yes' or 'No'.**

- All **'Yes'** checkmarks = the recipe is scored as *Sell*
- Any **'No'** checkmarks = the recipe is scored as *Do Not Sell*

If your recipe is *Do Not Sell*, use the scoring tips or dial 8-1-1 to ask a Dietitian for help creating healthier options.

## Grain Dishes and Baked Goods

### Sodium

#### Reducing sodium (cont.)

- Compare the serving size at the top of the Nutrition Facts table to the amount in your recipe and use this to calculate how much sodium the ingredient contributes to your recipe
- 3. Add up the sodium that each product contributes to the recipe
- 4. If salt is added to pasta water include an extra 200 mg of sodium for every 100 g of raw pasta that is cooked
- 5. Divide this result by the number of servings your recipe serves

### Sugars

#### Reducing sugar



Scoring tip: Reduce the added sugar in your recipe by adding fruit (fresh or dried) or cooked squash for sweetener, flavour and nutrients in grain based products.

### Sugar Subs.

#### Sugar Substitutes

### Fat

#### Using small amounts of fat

When your recipe includes any of the ingredients below, follow the numbered instructions.

#### Key Sources of Fat

- |                  |                                       |
|------------------|---------------------------------------|
| - Vegetable oil  | - Margarine                           |
| - Butter         | - Mayonnaise                          |
| - Salad dressing | - Cream                               |
| - Cream cheese   | - Sour cream                          |
| - Cheese         | - Chips or prepackaged crispy noodles |



Does your recipe have 450 mg or less of sodium per serving sold?

Yes  No

Does your recipe have 20 ml or less of added sugars (includes all sugars, honey, molasses, syrup, chocolate chips and candies) per serving sold?

Yes  No

Is your recipe free of sugar substitutes? (In Secondary schools sugar substitutes use is permitted so check 'Yes'.)

Yes  No

For more information contact  
HealthLink BC - Dial 8-1-1

# Follow the numbered steps to calculate amounts of sodium, sugar and fat.

## Fat

### Using small amounts of fat

When your recipe includes any of the ingredients below, follow the numbered instructions

#### Key Sources of Fat

- Vegetable oil
- Butter
- Salad dressing
- Cream cheese
- Cheese
- Margarine
- Mayonnaise
- Cream
- Sour cream
- Chips or prepackaged crispy noodles

For more information contact  
**HealthLink BC – Dial 8-1-1**

## Fat

### Using small amounts of fat (cont.)

#### Calculate fat in your recipe

1. For each ingredient above:
  - Look at the product's food label and see how much fat (in g) is in a serving
  - Compare the serving size at the top of the food label to the amount in your recipe and use this to calculate how much fat is in the amount you use
2. Add up the fat that each product contributes to the recipe
3. Divide this result by the number of servings your recipe serves



**Scoring tip** Reduce the fat in your recipe by making grain products with little or no added fat. Replace half of the mayonnaise with plain yogurt in pasta salad.

Does your recipe have 7g of fat or less per serving sold?



Yes



No

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## 4. How do I score a cookie recipe using the Checklist?

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# How do I score a cookie recipe?

## Ginger Snap Cookie Recipe

All purpose flour	5 cups
Baking soda	1 tsp
Salt	½ tsp
Ground ginger	1 tbsp
Soft margarine	1 cup
White sugar	3 cups
Molasses	1 cup
Large eggs	3

## Method:

1. Whisk dry ingredients together
2. Cream margarine, sugar, molasses and eggs
3. Add dry ingredients to wet ingredients
4. Roll into balls
5. Bake 15- 20 minutes

**YIELD: 100 cookies**





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# How do I score a cookie recipe?

- Choose the category where the food or beverage fits best.
  - ❑ Use the Table of Contents in the Checklist
  - ❑ Choose the category that seems to fit best
  - ❑ Read the category description
  - ❑ Read the list of example foods



# How do I score a cookie recipe?

## The Checklist: Scoring Freshly Made Food and Beverages *Grain Dishes and Baked Goods*



This category is for scoring recipes that have mostly grains for ingredients.

Examples: rice, noodles, quinoa, couscous, pancakes, waffles, oatmeal, granola, bread, buns, muffins, **cookies**, granola bars, cakes, dessert squares

If your recipe has core ingredients from 2 or more food groups from Canada's Food Guide:

- When served as a main, score it under the 'Mixed Entrées, Sandwiches, Wraps, Pitas, Burgers and Pizza' category
- When served as a side dish, score it either here or under the 'Side Dishes' category

**Note:** If you are using a prepackaged product, preparing it as directed on the package and there is a Nutrition Facts Table for the product 'as prepared', then score the product using the Nutrient Criteria.

**Answer each of the bolded questions in this category and select 'Yes' or 'No'.**

- All '**Yes**' checkmarks = the recipe is scored as *Sell*
- Any '**No**' checkmarks = the recipe is scored as *Do Not Sell*

If your recipe is *Do Not Sell*, use the scoring tips or dial 8-1-1 to ask a Dietitian for help creating healthier options.

# How do I score a cookie recipe?

- Read through the Checklist and answer all the Yes/No questions along the right side of each page.

## Sodium

### Reducing Sodium

When your recipe includes any of the ingredients below, follow the numbered instructions. Otherwise, move on to 'Reducing sugar'.

#### *Key Sources of Sodium*

- ➔ • Salt
- ➔ • Prepackaged sauces, margarine, condiments or spice mixes (e.g. steak spice)
- Prepackaged stock, broth, soup or powdered soup mix
- Canned tomatoes, tomato paste or tomato sauce (don't count 'no added salt' tomatoes)
- Cheese
- Canned beans, lentils or vegetables
- Seasoned, cured, pickled or brined products (e.g. bacon, ham, sausage, olives, pickles)
- Bread, buns, pitas, tortillas, roti or other bread products

# How do I score a cookie recipe?

## *Calculate sodium in your recipe*

1. If you add salt to your recipe (any kind including seasoning salt):

- Multiply the number of ml of salt in your recipe by 475 to get the amount of sodium (in mg) it contributes to your recipe (e.g. 1 tsp = 5 ml x 475 = 2375 mg)

## ■ Calculations:

- ❑  $\frac{1}{2}$  tsp salt = 2.5 ml
- ❑  $2.5 \text{ ml} \times 475 = \mathbf{1187.5 \text{ mg sodium}}$



# How do I score a cookie recipe?

2. For the remaining key sources of sodium:

- Look at the Nutrition Facts table to see how much sodium (in mg) is in a serving

## Soft, Non Hydrogenated Margarine

Nutrition Facts	
Serving Size 2 tsp (10 g)	
Per Serving	% Daily Value*
Calories 70	
Calories from Fat 72	
<b>Total Fat</b> 8.0g	<b>12%</b>
Saturated Fat 1.0g	5%
Polyunsaturated Fat 2.0g	
Monounsaturated Fat 4.5g	
<b>Sodium</b> 70mg	<b>3%</b>
Vitamin A 10%	

## ■ Calculations:

- ❑ 70 mg sodium per 2 tsp (10ml)
- ❑ 1 cup (250ml) margarine in the recipe
- ❑  $\frac{250 \text{ ml}}{10 \text{ ml}} = 25$
- ❑  $25 \times 70 \text{ mg} = \mathbf{1750 \text{ mg sodium}}$



# How do I score a cookie recipe?

3. Add up the sodium that each product contributes to the recipe
4. If salt is added to pasta water include an extra 200 mg of sodium for every 100 g of raw pasta that is cooked
5. Divide this result by the number of servings your recipe serves

## ■ Calculations:

- ❑  $1187.5 \text{ mg} + 1750 \text{ mg} = \mathbf{2937.5 \text{ mg sodium per recipe}}$
- ❑  $\frac{2937.5 \text{ mg}}{100 \text{ cookies}} = \mathbf{29.4 \text{ mg sodium per cookie}}$

Does your recipe have 450 mg or less of sodium per serving sold?



Yes



No



# How do I score a cookie recipe?

## Sugars

### Reducing sugar



*Scoring tip: Reduce the added sugar in your recipe by adding fruit (fresh or dried) or cooked squash for sweetness, flavour and nutrients in grain based products.*

Does your recipe have 20 ml or less of added sugars (includes all sugars, honey, molasses, syrup, chocolate chips and candies) per serving sold?



Yes



No

- Calculations:
  - ❑ 3 cups of white sugar per recipe
  - ❑  $3 \times 250 \text{ ml} = 750 \text{ ml}$  white sugar per recipe
  - ❑ 1 cup (250 ml) molasses per recipe
  - ❑  $750 + 250 = 10 \text{ ml}$  added sugars per cookie  
100 cookies

# How do I score a cookie recipe?

Sugar  
Subs.

Sugar Substitutes

**Is your recipe free of sugar substitutes?**  
*(In Secondary schools sugar substitutes use is permitted so check 'Yes'.)*



Yes



No






# How do I score a cookie recipe?

## Fat

### Using small amounts of fat

When your recipe includes any of the ingredients below, follow the numbered instructions.

#### Key Sources of Fat

- Vegetable oil
  - Butter
  - Salad dressing
  - Cream cheese
  - Cheese
- 
- Margarine
  - Mayonnaise
  - Cream
  - Sour cream
  - Chips or prepackaged crispy noodles

For more information contact  
**HealthLink BC – Dial 8-1-1**



# How do I score a cookie recipe?

## Fat

### Using small amounts of fat (cont.)

#### Calculate fat in your recipe

1. For each ingredient above:
  - Look at the product's food label and see how much fat (in g) is in a serving
  - Compare the serving size at the top of the food label to the amount in your recipe and use this to calculate how much fat is in the amount you use
2. Add up the fat that each product contributes to the recipe
3. Divide this result by the number of servings your recipe serves

Nutrition Facts	
Serving Size 2 tsp (10 g)	
Per Serving	% Daily Value*
Calories 70	
Calories from Fat 72	
<b>Total Fat 8.0g</b>	<b>12%</b>
Saturated Fat 1.0g	5%
Polyunsaturated Fat 2.0g	
Monounsaturated Fat 4.5g	
Sodium 70mg	3%
Vitamin A 10%	

### ■ Calculations:

- 1 cup margarine in recipe
- $\frac{250 \text{ ml}}{10 \text{ ml}} = 25$
- $25 \times 8 \text{ g} = \mathbf{200 \text{ g fat}}$

# How do I score a cookie recipe?

- 200 g = **2 g fat per cookie**  
100 cookies

Does your recipe have 7g of fat or less per serving sold?

Yes  No

# How do I score a cookie recipe?

## Trans Fat

### Minimizing trans fat

1. If your recipe does not contain margarine, shortening or prepackaged pastry dough or shells, check 'Yes' and move on.
2. Check the ingredient lists of these products for the words 'hydrogenated' or 'partially hydrogenated'. If these words are not in the ingredient lists, check 'Yes' and move on.
3. If your product has these words in the ingredient list, use the Trans Fat Calculator to make sure it meets the trans fat restrictions.

Do all of the products in your recipe meet the trans fat restrictions?



Yes



No

## ■ Check the Ingredient List

### Ingredients

Canola and sunflower oils 74%, water, modified palm and palm kernel oils 6%, salt 1.8%, whey protein concentrate 1.4%, soy lecithin 0.2%, vegetable monoglycerides, potassium sorbate, vegetable colour, artificial flavour, citric acid, vitamin A palmitate, vitamin D3, alpha-tocopherol acetate (vitamin E).

\*Use the Trans Fat Calculator when necessary to calculate % trans fat



# How do I score a cookie recipe?

- Scoring
  - All “Yes” checkmarks = Sell
  - Any “No” checkmarks = Do Not Sell
  - This recipe scores as Sell when scored per cookie



# How do I score a cookie recipe?

- Use the Checklist Scoring Summary Sheets to document the scores of your freshly made food and beverages.
- Find the Scoring Summary Sheets for each food and beverage category at: [www.healthlinkbc.ca/foodguidelines](http://www.healthlinkbc.ca/foodguidelines)

BRITISH COLUMBIA HealthLinkBC

Scoring Summary for Freshly Made Food and Beverages\*

Name of food service establishment: \_\_\_\_\_

Date of scoring: \_\_\_\_\_

Person providing scoring: \_\_\_\_\_

Contact number: \_\_\_\_\_

**Grain Dishes and Baked Goods**

Menu Item	Amount per serving sold							Scoring	
	Sodium		Sugars		Sugar Substitutes	Fat			Trans Fat
	mg	450 mg or less? Y or N	mL	20 ml or less? Y or N	Free of sugar substitutes or sold at a secondary school? Y or N	g	7 g or less? Y or N	Meets trans fat restrictions? Y or N	If all answers are Y, write 'Sell'. If not, write 'Do Not Sell'
ex. Blueberry muffin	200	Y	15	Y	Y	5	Y	Y	Sell



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5. What can I do if my recipe scores as “Do Not Sell”?

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# What can I do if my recipe scores as Do Not Sell?

- Use the scoring tips in the Checklist
- Reduce the portion size
- Substitute ingredients
- Use a different recipe
- Call 8-1-1 for reformulation assistance





## Dietitian Services at HealthLinkBC

**Call 8-1-1**  
to speak to a Registered Dietitian

Monday to Friday: 9am - 5pm

Translations services are available in more than 130 languages  
HealthLink BC Dietitians can also answer your questions by email

[www.healthlinkbc.ca](http://www.healthlinkbc.ca)

