

## CONTRA COSTA COUNTY VENDING MACHINE POLICY

In the interest of the health of County residents and employees who work in or visit County facilities, the Board of Supervisors has adopted a policy for healthy vending machines and vending consolidation.

### I. SCOPE AND RESPONSIBILITY:

This policy covers all machines designed to dispense food and beverages located in any County owned, leased or operated space or facility.

The General Services Director has primary responsibility for the management and administration of vending machines located in any Contra Costa County owned, leased or operated space or facility.

The Health Services Director has primary responsibility for periodic auditing of vending machines for compliance with nutrition standards outlined in this policy.

Department heads shall be responsible for dissemination, implementation and compliance with this policy for all vending machines owned or operated by the department or located within their department facilities.

Department heads of departments having vending machines or having responsibility for vending machine contracts shall contact the General Services Director to report compliance with this policy.

### II. POLICY:

#### A. Placement of Vending Machines

No independently owned vending machines will be allowed on County property without prior approval of the Director of General Services or designee. Snack vending machines may be permitted to operate on County property for the sale of food items to County employees and members of the public who use the facilities subject to the requirements noted in this policy.

The General Services Director or designee will authorize the placement of vending machines in strategic locations throughout the county where traffic patterns or other circumstances warrant their placement.

1. Prior to installation, the location of new or replacement vending machines must be reviewed and approved by the Director of the General Services Department or designee. Machines may not be located in corridors unless adequate space has been provided as determined by the Fire Marshall. An approval notice issued by General Services Department must be attached to all vending machines.

2. The vending machine may not in any way obstruct or otherwise interfere with emergency exits or access areas.
3. Vending machines must be securely fastened to the wall, floor, or other structure, or otherwise secured in such a way as to prevent it from being rocked, bounced, or tipped.
4. Failure to comply with these provisions may result in removal or disablement of the vending machine.

## B. Facility Requirements

### 1. Plumbing

For machines that require an external water source, connections must be made from a potable water supply. In the event this is not possible, the vending machine owner will be responsible for establishment of an alternative source.

Plumbing installation, when needed, shall include valves and backflow prevention devices that comply with State and local code requirements. Fixtures and other installations are expected to appear neat and professional.

### 2. Electrical

All vending machines utilizing electrical power shall be grounded with an approved three wire cord and plug. All machines vending perishable foods shall have a lock on the power cord plug to prevent accidental or intentional disconnection.

Vending machines must be properly wired and grounded to prevent electrical shock, and must comply with applicable federal, state, and local codes and standards. The vending machine owner is responsible for installation of electrical circuits when there are no existing circuits available, or if existing circuits are inadequate.

### 3. General Facility Requirements

All maintenance and repairs will be the responsibility of the vending machine owner, unless otherwise agreed upon by the Facilities Maintenance Division of the General Services Department.

No modifications to building structure, electrical systems, plumbing, or any other part of the physical plant of any County building may be performed without prior approval from the Facilities Maintenance Division of the General Services Department. In the case of a property leased by the County, the Real Property

Agent assigned to the property will perform additional review of proposed facility modifications. All authorized modifications will be at the expense of the vending machine owner, unless otherwise agreed upon by the County.

#### C. Food and Beverage Operations

1. All vending machines must meet the standards of the National Automatic Merchandising Association and be listed in their latest "Listing of Letters of Compliance," or meet the standards of the National Sanitation Foundation and be listed in their "approved list," or the equivalent thereof.
2. Any microwave oven used in conjunction with a vending operation must be approved for safety by the County Facilities Maintenance Division prior to installation.
3. All food and beverage products must be delivered and placed in machines in their original wrappers or in a sanitized bulk dispenser that fits on the machine as a unit.
4. The areas surrounding all machines are to be kept clean and proper waste and/or recycling receptacles shall be provided in the immediate area.
5. All food vending machines must comply with the California Health and Safety Code, Sections 113700 and 114200. Machines not complying with the above criteria or the State law shall be removed from service.

#### D. Nutrition Standards for Vending Machine Beverages and Snacks

1. Beverages: 50% of beverages offered in each vending machine shall be one or a combination of the following:
  - (a) Water
  - (b) Coffee or tea
  - (c) Reduced fat milk (including soy or cow's milk, chocolate or other flavored milk not containing more than 15 grams of added sugar per 250 gram serving or 3 tsp sugar per 1 cup milk)
  - (d) 100% fruit/vegetable juice
  - (e) Fruit based drinks containing at least 50% juice and no added caloric sweeteners
  - (f) All other non-caloric beverages, including diet sodas

2. Snacks/Foods: 50% of snacks/foods offered in each vending machine shall meet the following criteria:
  - (a) Not more than 35% calories from fat with the exception of nuts and seeds; snack mixes and other foods of which nuts are a part must meet the 35% standard
  - (b) Not more than 10% of calories from saturated fat
  - (c) Does not contain trans fats added during processing (hydrogenated oils and partially hydrogenated oils)
  - (d) Not more than 35% total weight from sugar and caloric sweeteners with the exception of fruits and vegetables that have not been processed with added sweeteners or fats
  - (e) At least one item meeting the snack criteria in each vending machine shall also meet the FDA definition of “low sodium” ( $\leq 140$  mg per serving)
3. Consultation: Health Services Department Community Wellness & Prevention Program nutrition staff will be available to consult with vendors on item placement in machines, healthy item identification strategies, and consumer outreach and education.
4. Options available: Attachments to this policy, Healthy Options for Vending Machines and Companies Offering Healthy Options for Vending Machines, contain valuable information on vendors and products.

### III. COSTS ASSOCIATED WITH THE PROGRAM:

Each department or work center shall be responsible for County costs associated with vending machines in their workspaces. These costs will normally include utility costs for operating the machines and any additional costs incurred to ensure compliance with this policy.

### IV. REFERENCES:

- A. Contra Costa County Board of Supervisors action of October 19, 2004, Item SD.7, Healthy Vending Machines and Vending Machine Consolidation
- B. California Health and Safety Code, Section 113700, California Uniform Retail Food Facilities Law
- C. California Health and Safety Code, Section 114200, Sanitation Requirements for Vending Machines