

Ohio

Seed to Salad



Toolkit

Assisting schools in implementing and promoting a salad bar.





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Cincinnati Public School District

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Ohio

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Dear School Food Service Professional:

As a school nutrition professional, you are on the front lines of helping Ohio's children develop healthy eating habits, such as eating fruits and vegetables. In the context of obesity, increased fruit and vegetable intake may assist in healthy weight management when high-calorie foods are replaced by fruits and vegetables¹. Fruits and vegetables also provide a variety of macronutrients and fiber, and therefore, are targeted in the Dietary Guidelines for Americans, 2010, as two foods to increase to maintain overall health and reduce risk of chronic disease and obesity².

While salad bars are a proven method for increasing student fruit and vegetable intake, they have many other benefits too.

Salad bars have been shown to:

- Increase lunch participation
- Decrease food waste
- Decrease labor costs
- Empower children to choose for themselves healthy choices
- Help meet new USDA school meal patterns

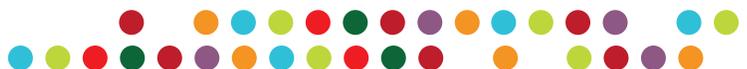
The Ohio Department of Health has developed this toolkit, "Ohio Seed to Salad" to assist you in developing increased menu options via salad bars available to your students. Whether you already have a salad bar and want to improve its success, or want to know more about salad bars, this toolkit will help you in your food service program.

We appreciate your commitment to providing Ohio's children with the best fuel for their brains and bodies. We hope that you find this toolkit very applicable to your school and are able to utilize its contents.



¹Source: Vernarelli JA, Mitchell DC, Hartman TJ, et al. Dietary energy density is associated with body, weight status and vegetable intake in U.S. children. *J Nutr* 2011; 141:2204-2210.

²Source: U.S. Department of Agriculture; U.S. Department of Health and Human Services; Dietary Guidelines for Americans, 2010.





Chapter 1 Introduction	3
Ohio Survey of School Food Service Directors.....	4
Chapter 2 Ohio Success Stories	5
Cincinnati Public Schools.....	5-7
PAR Excellence Academy.....	8-9
Cloverleaf Local School District.....	10-11
Chapter 3 Justification	12-14
Top 10 Reasons to Implement a Salad Bar in Your School.....	14
Chapter 4 Getting Support	15
Stakeholders, Students, Foodservice Employees.....	15
Principals, Teachers and Parents.....	16
Chapter 5 Menu Planning	17
Reimbursable Meal.....	18
Portion Size.....	18
Point of Service.....	18
Layout Options and Examples.....	19-21
Salad Bar Specials.....	22-23
Salad Bar (Choice) Layout Examples.....	24
Chapter 6 Procurement	25
Equipment Selection.....	25
Source, Selection and Shipments.....	25
Purchasing.....	26
Example Ordering Forms.....	28
Example Production Record.....	30
Chapter 7 Food Safety and Sanitation	31
Regulations.....	31-32
Chapter 8 Staff Training	33
Salad Bar Safety.....	33-34
Reducing Waste.....	35-36
Salad Bar Safety Checklist.....	37
Self-Service Salad Bar Factsheet.....	38
Salad Bar Procedure Factsheet.....	39-40
Redesigning Your Lunch Line.....	41
Chapter 9 Student Training	42-44
Salad Bar Safety.....	42
Salad Bar Safety Checklist.....	43
Salad Bar Etiquette.....	44
Chapter 10 Market and Promote Salad Bar	45-52
Keeping Your Salad Bar Successful.....	48
Barriers.....	48
Incorporating Local Foods.....	50
Chapter 11 Funding Your Program	53-58
<i>Let's Move Salad Bars to Schools</i>	53
Alert Your Community.....	55
Sample Messages & Sample Letters.....	56
Chapter 12 Frequently Asked Questions	58-59
Chapter 13 Resources Section	60
Chapter 14 Fundraising Resources	61
Chapter 15 Appendices	63
Preventing Contamination at Food Bars.....	64
Sample Superintendent Letter.....	65
Sample Community Letter.....	66
Sample Press Release.....	67
Posters / Factsheets.....	68-76
Salad Bar Signage.....	77-79

A large, stylized number "1" is enclosed within a green circle. Two green leaves are positioned above the circle, resembling a fruit stem.

1 Introduction

Good nutrition in childhood promotes growth, health, learning, and reduced risks for chronic diseases. A well-balanced diet is necessary for children to do well in school and lead healthy and productive lives. Schools striving to improve their schools meals face many challenges, including financial and facility constraints, legal issues, and students who may reject unfamiliar foods. By creatively addressing these challenges, schools can provide meals that improve student nutrition, promote better eating and better learning.

Salad bars can help schools accomplish their goals for improving the healthfulness of school meals, fulfill recently updated USDA school meal patterns, implement their school wellness policies, supplement current nutrition education initiatives, and aid schools in becoming eligible for recognition as part of USDA's HealthierUS School Challenge (HUSC).

Both health behaviors and environment play a vital role in preventing childhood obesity. Where we live, learn, work or play is one of the most important factors in our health status. Adding salad bars to the school lunch is one way to improve the school food environment and give students the chance to choose healthy foods. The information provided will help you shape a conversation with your decision makers about getting salad bars into your school.

It's time to give Ohio's kids a healthy future. Our best opportunity for fighting obesity is to ensure that every child has access to fresh, wholesome food every school day. Using salad bars in school cafeterias is one of the best ways to achieve this.

A large, stylized green leaf graphic is positioned at the top of a vertical green bar.

"Having more salad bars in schools will help make the choice of healthy foods such as fruits and vegetables the easiest choice."

— William Dietz,
M.D., Ph.D.

Past Director of the Division of
Nutrition, Physical Activity and
Obesity at the Centers for Disease
Control and Prevention.



OHIO SURVEY OF SCHOOL FOOD SERVICE DIRECTORS

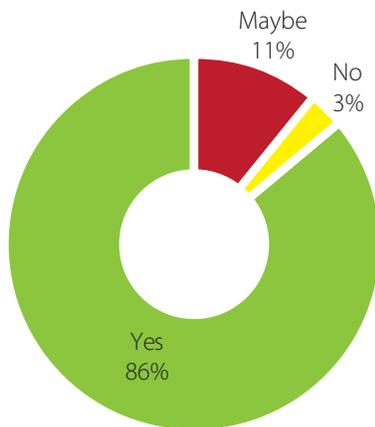
School Food Service Directors in Ohio were surveyed in March 2012 on their current uses of salad bars, perception of salad bars, fruit and vegetable practices in food service, school gardens, and farm to school activities.

Based on this survey of School Food Service Directors (sample size n=376) 29% of Ohio schools (K-12) have salad bars at this time. The survey found that 92% of Food Service Directors in schools with salad bars have a positive perception of them as compared to 59% of Food Service Directors without salad bars.

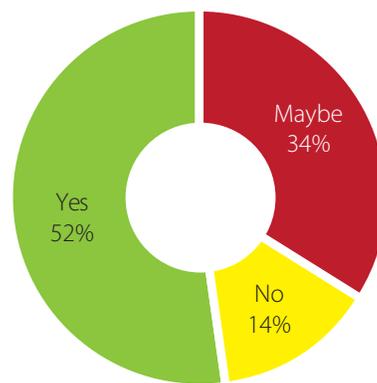
An Institute of Medicine 2007 study reports that “salad bar programs in public schools indicate positive effects on fruit and vegetable consumption¹.” The Ohio Department of Health survey found that only 52% of School Food Service Directors without salad bars think that having a salad bar in school would encourage students to eat more fruits and vegetables. This data shows that Ohio schools are on the path to healthier school environment and need the tools to thrive. Schools are uniquely positioned to be a national focal point for obesity prevention because children spend up to half of their waking hours in school and consume between one-third and one half of their daily calories there².

Do you think salad bar would encourage students to eat more fruits and vegetables?

Food Service Directors with a salad bar



Food Service Directors without a salad bar



Source: Ohio Department of Health Survey, 2012

¹ Source: Institute of Medicine’s report, “The School Meals Building Blocks for Healthy Children.”

² Institute of Medicine Report 2012: Accelerating Progress in Obesity Prevention: Solving the Weight of the Nation



Ohio Success Stories

CINCINNATI PUBLIC SCHOOLS Cincinnati, Ohio

Cincinnati Public Schools Food Service Director, Jessica Shelly, took on the challenge and secured funding from six different organizations to purchase salad bars for all 53 Cincinnati Public Schools. As a result, all 34,000 students have access to a wide of fresh fruits and vegetables every day in their school's salad bar.

As a former local food safety inspector the concerns for Shelley installing salad bars was food waste, food safety and sanitation. Shelly had initial reservations about self-serve salad bars but she has championed that salad bars are safe for kids to use and the evidence shows that kids will eat more fruits and vegetables when choosing for themselves. A barrier Shelley has overcome is the high demand for salad bars. Each school wanted a salad bar, particularly when they found out another school already had one! Shelly needed to stagger the salad bar installations as her grant money was secured. She gave priority to schools that already were completing healthy initiatives such as breakfast, recess before lunch, Fresh Fruit and Vegetable Program, high free and reduced rate, Fuel Up to Play60, and Team Nutrition activities.

The introduction of salad bars has played a key role in meeting the USDA subgroup requirements and familiarizing children with certain types of produce. **An additional benefit of salad bars for Shelly is that it requires no added labor.** The staff does not have to spend extra time preparing all the proportioned salads, raw side items, chef and garden salads. Instead, they buy all prepared cut produce so they have extra time to prep entrees. The children have an option of getting a salad bar, a chef salad that has pre-portioned



“We have found that many of our children feel like their salad bar is a special privilege—they feel respected and trusted.”

Jessica Shelly, RS, REHS, MBA
Food Services Director
Cincinnati Public Schools





protein and whole grains, or as a component of the reimbursable meal. Shelley locates the majority of her salad bars after the point of sale-allowing students to get the hot entrée as well as the salad. Since the addition of salad bars, student lunch participation increased in 2 years from **68% to 76%**.

The only waste that Shelly has encountered is that from the students being rushed to finish eating. When the students don't have sufficient time to eat and are being hurried by cafeteria staff to leave they are more likely to have plate waste.

Adding salad bars to schools has even made a big impact on teachers' eating habits. "Many of our teachers are stepping up and role modeling better eating habits, going to the salad bar and also bringing salads and fresh fruits from home to eat when they are with the kids."

"Students who never had been tempted to try a cherry tomato or a slice of cucumber are now eating them because they see their friends making salads and want to try it. Once they've tried it and liked it, they come to the salad bar most every day. Students are also telling us what vegetables they want to have in their salad bar. We know if we offer it, they will eat it!"

Food Waste, Safety and Sanitation Tips – Learned from Cincinnati's Success:

- Provide training (i.e. power points, videos) for homerooms and food service staff
- Place hand sanitizer stations in areas children can access prior to using the salad bar
- Use one sided salad bars in the beginning as students are learning the process
- Use quarter pans verses half to save on waste and monitor what are the more popular items
- Use longer tongs (13") to keep them from sliding into pans
- Discard everything on the bar after lunch period



Ohio Success Stories

PAR EXCELLENCE ACADEMY Newark, Ohio

PAR EXCELLENCE
ACADEMY

Par Excellence Academy in Newark, Ohio is another great example of a school which is making strides to create the healthiest school environments for their students to thrive. Mary Kirwin, School Nurse, is at the forefront of this movement.

Mary surveyed her students to find out their knowledge of produce, asking them to identify 30 different fruits and vegetables. Many of them recognized apples, oranges and bananas but were stumped on vegetables such as potatoes. The school applied to be a part of the USDA Fresh Fruit and Vegetable Program through the Ohio Department of Education and was awarded for three consecutive years. Even after the program concluded, many parents continued to bring fresh produce in since the students were accustomed to having fresh fruits and vegetables for their daily snack.

Par Excellence Academy received a Whole Foods Garden Grant to start a school garden. The school then partnered with The Firehouse, a part of the Newark Church of the Nazarene, to start a community garden. This has really enhanced the children knowing where food comes from and how it's grown.

Here are some ways that Par Excellence Academy makes fruits and vegetables a priority:

- Displaying a sample bowl of fruits and vegetables in the main hall
- Including nutrition facts in their daily announcements
- Providing produce at all school functions
- Participating in the "Chefs Move to School" program
- Cultivating a school and community garden
- Conducting walking field trips to local grocery stores to tour the produce department
- Advertising the daily fruit or vegetable for the "Farmer's Market Cart" through a student chalk drawing

Par Excellence Academy wrote for and received a Farm to School Grant which they used to buy a salad bar. In order to keep their salad bar stocked fully they purchased a Community Supported Agriculture (CSA) from a local family farm, Bird's Haven Farm in Granville. When the CSA was not in season they used the Fresh Fruit and Vegetable Program. The custodian says it is no more work and not a problem to clean up after fresh produce. The response from the salad bar has been very positive from students, parents, teachers and staff. Salad bars are such a great way to encourage students to enjoy their choices. It is so great to see them being implemented.

"The salad bar is the school's latest way of teaching students about the value of fresh fruits and vegetables and the importance of eating healthy food,"

Mary Kirwin, School Nurse
Par Excellence Academy
Newark, Ohio.



Ohio Success Stories

Cloverleaf Local School District Elementary School Lodi, Ohio

The kindergarten-fifth graders at Cloverleaf Local School District Elementary School love their new salad bar. Food Service Director, Carrie Beegle, was the head of this initiative. Her goal was to offer more choices to her students, get them excited about eating more fruits and vegetables, and make it fun for them to “create” their own lunch.

Many schools gain their funding for salad bars differently. In the case of Cloverleaf Elementary School, unused equipment was taken from another school that had recently closed down within the district. While this equipment was not exactly what she needed, Beegle “improvised” with what she had to get the salad bar off the ground.

When the salad bar first launched, the traffic flow was slower than ideal, but by working with the students, they soon began creating their salads at a normal pace.

At first our principals were concerned that the students would take too long and not be able to eat their lunch. The students actually don't take that long and when there is a line, they go through quickly. Now, our principals and superintendent are our best customers!

At least 500 students use the salad bar daily.

Beegle reports that she has at least 500 students using the salad bar daily, which has led to positive results in other areas of the cafeteria. We have seen an increase in the fruits/vegetables that are being taken by our students. Those that eat new vegetables on the salad bar are more apt to try the cooked versions when we have it on the hot line. For example, fresh zucchini on the salad bar was a huge hit, and before we did it, we couldn't get the students to take our zucchini & tomato sauté. Now, since they know what it is, they aren't afraid to take it! Waste has actually decreased. Before they would pick at the premade salads and pick out what they wanted and throw out the rest. Now it is all what they wanted... and they eat it all!

In addition to decreased waste, labor costs have also decreased because there is no longer the need to assemble prepackaged salads. A student worker helps to maintain the salad bar, which also helps keep costs down.



“...fresh zucchini on the salad bar was a huge hit, and before we did a salad bar, we couldn't get the students to take our zucchini & tomato sauté. Now, since they know what it is, they aren't afraid to take it!

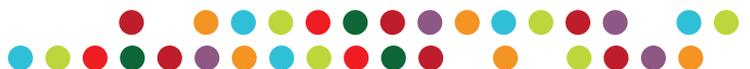
Mary Kirwin, School Nurse
Par Excellence Academy
Newark, Ohio.

TRY IT! says Carrie...

When asked what advice she would give other Food Service Directors who do not want a salad bar, Beegle states: My first bit of advice is try it! Put out a small table top version like we did and see how the students like it and work through any challenges. It is a great marketing tool that says a lot about the food service department. Other tips:

- Make sure you keep things fresh.
- Don't serve items that you wouldn't eat.
- Keep it appetizing with lots of colors. We actually have items like fresh broccoli (and the students will actually wait if we are out until we replenish it!), pasta salad, caprese salad, three bean salad, cole slaw, fresh zucchini, fresh fruit, granola/homemade croutons, and cottage cheese.
- Rotate these items so that it doesn't get boring and have a new item at least once a month.
- Stay positive!

“In addition to decreased waste, labor costs have also decreased because there is no longer the need to assemble prepackaged salads. A student worker helps to maintain the salad bar, which also helps keeps cost down.”





Justification

THE U.S. CHRONIC DISEASE CRISIS

According to the New England Journal of Medicine, the current generation of young people may have shorter life spans than their parents, a reversal of two centuries of increasing life expectancy.

In December 2001, Surgeon General Dr. David Satcher released a report which identified schools as an important setting to help address the national health challenge of obesity. "Obesity is not a cosmetic issue; it is a health issue, and our best hope for combating this epidemic is to prevent children from becoming overweight in the first place."

The typical American diet is too high in saturated fat, sodium, and sugar and too low in fruits, vegetables, whole grains, calcium, and fiber. It contributes to four of the six leading causes of death and increases the risk of numerous chronic diseases, including heart disease, diabetes, obesity, hypertension, stroke, osteoporosis, and many cancers.¹

HEALTHIER STUDENTS ARE BETTER STUDENTS

Recent studies indicate that what a child eats directly affects the physical structure of his or her brain, as well as memory, attention, and reasoning skills. *The Learning Connection: The Value of Improving Nutrition and Physical Activity in Our Schools* shows how the excessive rise in poor nutrition, inactivity and weight problems adversely affects academic achievement and possibly cost schools millions of dollars each year.¹

Optimal cognitive function requires essential vitamins, minerals, fats, and proteins. Iron deficiency has been linked to shortened attention span, irritability, fatigue, and difficulty concentrating. Students who are "food insufficient" have significantly lower math scores and are more likely to repeat a grade, see a psychologist, and be suspended from school. Undernourished students are more susceptible to infection and more likely to miss school. A study in the Journal of the American Medical Association found that severely overweight children and adolescents were four times more likely than their healthy counterparts to report "impaired school functioning."²

¹Source: Institute of Medicine Report 2012: Accelerating Progress in Obesity Prevention: Solving the Weight of the Nation

²Source: Center for Ecoliteracy

³Source: CDC 2011 Behavioral Risk Factor Surveillance System

⁴Source: The Lunch Box: Healthy Tools to Help all Schools: Salad Bars- The Lunch Box Guide

SCHOOLS WITH HIGH PERCENTAGES OF STUDENTS WHO DID NOT ROUTINELY ENGAGE IN PHYSICAL ACTIVITY OR EAT WELL HAD SMALLER GAINS IN TEST SCORES THAN OTHER SCHOOLS.¹

- Well-nourished students who skip breakfast perform worse on tests and have poor concentration.¹
- Children not getting adequate nutrients have lower test scores; even transient hunger from missing a meal affects performance.¹
- Physical activity programs are linked to stronger Academic achievement.
- Students participating in daily education exhibit better attendance and achievement.¹



COSTS IN STUDENT ACHIEVEMENT

- In states that use attendance to help determine state funding, a single-day absence by just one student can cost a school district anywhere from \$9 to \$20.¹
- If children miss just one day per month, a large school district like New York about could lose \$28 million each year, while Chicago would forfeit about \$9 million each year in state funds.¹
- This type of absentee rate is highly probable, and could cost an average size school district from \$95,000 to \$160,000 annually in important state aid.¹

FRUIT AND VEGETABLE CONSUMPTION

In Ohio, 92.8% of high school students reported that they did not eat fruits or vegetables three or more times every day in the past seven days. Furthermore, 79% of Ohio adults reported that they did not consume the recommended servings of fruits and vegetables.¹ During 2004-2009, children under the age of 6 have increased their fruit consumption by 11% and their vegetable consumption by 3%. During the same time period, children ages 6-12 increased fruit consumption by 7% and vegetable consumption by 2%. However, teens ages 13-17 decreased their consumption of fruit by 2% and vegetables by 6%. Adolescents in the United States eat only about 3.5 servings of fruits and vegetables a day, compared to the recommended seven to eight servings.

THE BENEFITS OF SALAD BARS

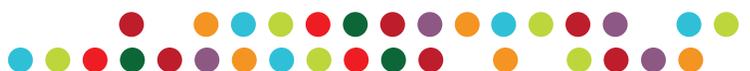
Both academic research and actual experience in schools across the country are increasingly demonstrating that school children significantly increase their consumption of fruits and vegetables when given a variety of choices in a school fruit and vegetable salad bar. When offered multiple fruit and vegetable choices, children respond by trying new items, incorporating greater variety into their diets, and increasing their daily intake.

The benefit of salad bars in schools extends beyond the healthy foods consumed during the breakfast or lunch hour. Increased daily access to a variety of fruits and vegetables provides a personal experience about choices that can shape behavior far beyond the school lunch line. Children learn to make decisions that carry over outside of school, providing a platform for a lifetime of healthy snack and meal choices.

The White House Task Force on Childhood Obesity has endorsed schools using salad bars and upgrading cafeteria equipment to support providing healthier foods to kids. In 2009, the National Academy of Sciences' Institute of Medicine concluded that schools need to add as many as two servings of fruits and vegetables daily to meals in order to meet children's basic health requirements.⁴ This supports the need for salad bars as the vehicle for providing the increased servings of fruits and vegetables.



¹² The Learning Connection: The Value of Improving Nutrition and Physical Activity In Our Schools





TOP REASONS¹

TO IMPLEMENT A SALAD BAR IN YOUR SCHOOL

- 1** Decrease plate waste. Ohio schools using salad bars have seen a decrease in food waste and labor cost and an increase in school meal participation.
- 2** Boost your food service budget. As an example, in 2002, Riverside United School District (RUSD) in California was in the red \$3.1 million. Installing salad bars changed the perception of the nutrition program. Nine years later, RUSD has doubled participation and paid off their debt. They now have operating reserves of \$5.1 million.²
- 3** Improve the perception of your school meal program. Salad bars have resulted in positive relationships between school food service staff members and students, administrators, teachers and, community wide in districts.²
- 4** Boost your Farm to School program. Developing a salad bar is a great opportunity to help the local economy by bringing more local food into the lunchroom.
- 5** Create a healthier school environment. Salad bars can help schools make their meals healthier, implement wellness policies, add to current nutrition education programs, and become eligible for recognition as part of USDA's HealthierUS School Challenge (HUSSC).
- 6** Help you meet the final USDA rule on school meals. Salad bars are an easy way for schools to meet the US Department of Agriculture (USDA) nutrition standards for school meals that emphasize serving more dark green, red/ orange vegetables, and legumes every week.
- 7** Empowers children. When offered a choice of fruits and vegetables, children respond by trying new items, adding greater variety into their diets and upping their daily fruit and vegetable intake. When children are allowed to choose what they are going to eat, less food goes in the garbage.
- 8** More fruits and vegetables! Both research and actual experience in schools across the country, and in Ohio, show increases students consuming a variety of fruits and vegetables at school lunch every day. Simply incorporating salad bars as part of school lunch has shown to increase fruit and vegetable consumption on average of 1.2 servings per student per day.³
- 9** Healthier kids. Increased daily access to a variety of fruits and vegetables provides a personal experience about choices that can shape behavior. Children learn to make smart decisions, building a foundation for a lifetime of healthy snack and meal choices.
- 10** Free equipment. There is national support for using a salad bar in school meal programs. Let's Move Salad Bars to Schools is a grassroots public health effort to mobilize and engage stakeholders at the local, state and national level to support salad bars in schools. For more information visit <http://saladbars2schools.org>

¹ Source: Adapted from Missouri Department of Health and Senior Services and Minnesota Department of Health

² Source: <http://saladbars2schools.org/pdf/Riverside-SBP.pdf>

³ Source: <http://www.fns.usda.gov/ora/menu/published/CNP/FILES/saladbar.pdf>



Getting Support

When you are introducing anything new, whether it is to your child, family, school or your community, there are bound to be many questions and concerns. Change is difficult regardless of the circumstances; so what is most important when you are suggesting something new is to be prepared. People will want to know why they should change, what benefit it will be to them, who supports you in your plans, how you plan to implement your ideas, and most importantly-who will pay for this new program.

SUGGESTIONS ON HOW START BUILDING SUPPORT

STAKEHOLDERS

Gain support of administration, school board, nutrition services staff, teachers, parents, and students as it is critical to the success and long-term maintenance of the program. See attached template letters in the appendix.

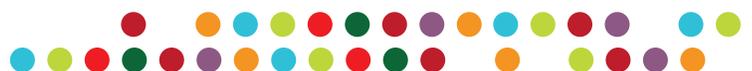
STUDENTS

Increasing consumption of fruits and vegetables is the goal of implementing a salad bar and listening to your target audience, the student, is vital for success. Listening to the students about what they would like to be served on the salad bar ensures that the salad bar serves food appropriate for its population. This gives students ownership in the program.

- Interview students on what they are eating for lunch and what they would like to see in their school in the form of a healthy lunch.
- Give them an opportunity to build their ultimate salad bar on paper.
- Ask them to bring in or describe their favorite healthy salad/meal/recipe from home.

FOODSERVICE EMPLOYEES

The more aware the employees are of the benefits of a salad bar, the more supportive they can be of the program. Their support can directly increase the student participation and enthusiasm, and is, therefore, an important link to maintaining strong salad bar participation. Prior to opening the salad bar, a meeting should be held with the entire kitchen staff. This will give them a greater feeling of involvement, responsibility, and an





educational opportunity. During this meeting, items to be discussed includes goals of the program, its unique benefits, how to prepare the foods, storage, and food rotation.

- Increase the confidence for the food service staff through the understanding that they are a **role model** and have a significant impact on how the children choose their lunches.
- **Get the staff involved** in planning taste testing prior to the installation of a salad bar to get the kids familiar with new foods they may find on the bar.

PRINCIPALS AND TEACHERS

*See attached factsheet focused on gaining the support of administration.

Good communication with the building principal is essential to the success of the salad bar program, and a supportive principal can be a huge ally. Consider sitting down with your principal and providing an informational packet or a timeline of your salad bar plan. Provide the principal with examples of marketing strategies being used, benefits your salad bar will bring to the school, and feedback from any surveys with the students.

- Ensure them that what you are asking the school to do will not be a burden on resources.
- Ensure them that all guidelines for operation within the school are followed (example: volunteer guidelines, health and safety procedures).
- Link the salad bar to academic success through healthy learners.

PARENTS

*See attached factsheet focused on gaining the support of administration.

Enlisting the support from your parent organization such as the PTA/PTO can not only help gain support from the administration but also can assist in the implementation of the salad bar. Consider giving a presentation at a PTO/PTA meeting in order to familiarize them with the concept and plan of a salad bar. A short presentation should outline the components of the program, including the nutrition and educational benefits. The presentation can stress the importance of high participation for its success. Encourage parents to promote the salad bar to their children and purchase lunches themselves when visiting the school. Promotion to teachers, other staff, and parents can boost sales significantly.

- Ask for parent volunteers to assist in implementation.
- Ask if breakfast were served on the salad bar, if that would be favorable.
- Ask for input on what parents would like to see on the salad bar lunch.
- Ensure regular correspondence back to parents on progress, changes, etc.
- Make sure parents have a forum for providing input, concerns, etc. and make sure concerns are responded to on a timely basis.

5 Menu Planning

Salad bars provide a daily alternative to regular hot school lunch or as a component of the reimbursable meal. It complies with requirements of the USDA's National School Lunch Program for a reimbursable meal by offering several meat/meat alternate sources, grain, and milk along with fruits and vegetables.¹

There are many options for incorporating salad bars into school lunch:

- Self-serve
- Pre-wrapped items
- As part of the regular meal line
- Offering it on select days of the week
- Separate meal option



Choose what option best works for your school.





● REIMBURSABLE MEAL

Salad bar offerings can be part of a reimbursable meal for schools participating in the National School Lunch Program. The salad bar can be used to provide all of the meal components. Or, it can be used to offer a limited selection of vegetables and fruits that will serve only as the fruit and/or vegetable component. The rest of the components of the reimbursable meal should be served elsewhere in the cafeteria line.

● PORTION SIZE

When planning a salad bar as part of a reimbursable meal for menu planning, the minimum portion size must be consistent with the meal pattern for the age/grade group. The menu planner must let the student and the cashier know the minimum amount that must be taken for the salad bar menu item(s) to count towards a reimbursable meal.

One of the challenges of a salad bar is to ensure that students actually take the minimum required portion size. Pre-portioning food items is one way to assist staff in quickly identifying portion sizes. This is best to be used in the younger age groups. If pre-portion is not used, then the cashier must be trained to judge accurately the quantities of self-serve items on student's trays, to determine if the food/menu item can count toward a reimbursable meal.

● POINT OF SERVICE

It is critical to consider the location of the salad bar in relation to the Point of Service (POS-cash register). To ensure that each student's selections from the salad bar meet the required portions for an entrée or food/menu item, the POS can be stationed after the salad bar.

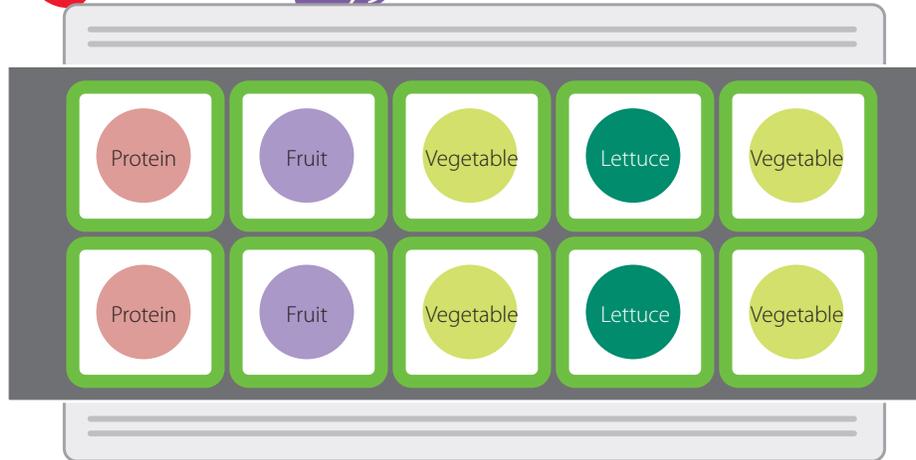
Be flexible. School holidays, seasonal produce, class field trips, or running out of produce can create difficulties. Be flexible enough to use other resources to keep the salad bar operating.



¹Source: <http://saladbars2schools.org/pdf/crunch-lunch.pdf>



SAMPLE SALAD BAR OPTIONS



SEASONAL MENU SAMPLE¹

FALL MENU	WINTER MENU	SPRING MENU
Lettuce mix	Lettuce mix	Lettuce mix
Cucumbers	Spinach	Spinach
Peppers (mixed red and green)	Carrots	Carrots
Broccoli	Beets (steamed, sliced)	Sugar peas
Cherry tomatoes	Celery	Strawberries
Apples (whole)	Kiwis	Apricots
Grapes	Oranges	Oranges
Mandarins (whole)	Asian pears	Turkey ham (chopped)
Tuna	Turkey bologna (chopped)	Cheese (shredded)
Cheese (shredded)	String cheese	Beans (mixed kidney and garbanzo)
Eggs (boiled and chopped)	Yogurt	Focaccia
Breadsticks	Granola	Crackers
Crackers	Rolls	
	Crackers	

¹Source: Adapted from TheLunchBox; www.thelunchbox.org.

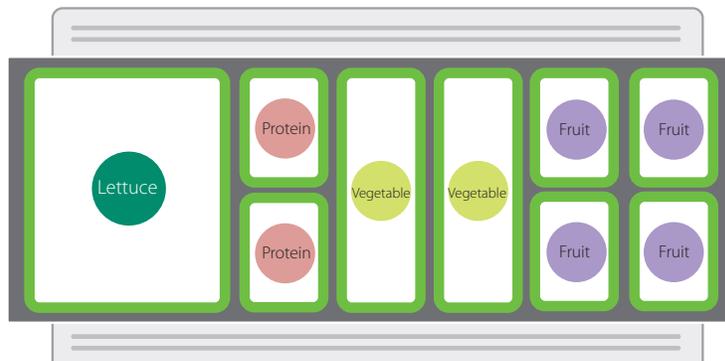


SALAD BAR LAYOUT OPTIONS & EXAMPLES¹

WELL 1	WELL 2	WELL 3	WELL 4
LETTUCE	PROTEIN <i>(optional, consider 1-2 per week)</i>	VEGETABLES	FRUIT
<i>Offer one or both</i>	(SELECT 1-2 DAILY) <i>vary choices during week</i>	(SELECT 2+ DAILY) <i>vary choices during week</i>	SELECT 2+ DAILY <i>vary choices during week</i> <i>1 must be fresh</i>
Romaine <i>(equal proportions)</i>	Cottage Cheese	Carrots	Orange
Spinach + LCR	Hard boiled eggs	Cucumbers – Sliced	Grapes
	Bean salad	Jicama sticks	Apples
	Soy nuts	Grape/cherry tomatoes	Strawberries
	Yogurt	Cauliflower florets	Pineapple
	Diced meat	Broccoli buds	
	Trail mix	Celery sticks	
	Shredded cheese <i>(when menued, such as Mexican entree)</i>	Radishes	
		Other favorites?	
NUMBER OF TRAYS			
2 ½ pans OR 1 full pan	2 half pans or 1 full	2 half long pans or 4 quarter pans	Fresh and/or canned fruit

NO PROTEIN OPTION (Substitute 1 additional vegetable and fruit)

WELL 1	WELL 2	WELL 3	WELL 4
LETTUCE	VEGETABLES	VEGETABLES/FRUIT	FRUIT
<i>Offer one or both</i>	(SELECT 2) <i>vary choices during week</i>	(SELECT 1 VEGETABLE) (SELECT 1 FRUIT) <i>vary choices during week</i>	SELECT 2 DAILY <i>vary choices during week</i> <i>fresh and/or canned</i>



¹Source: Adapted from TheLunchBox; www.thelunchbox.org.



5-PAN SALAD BAR¹

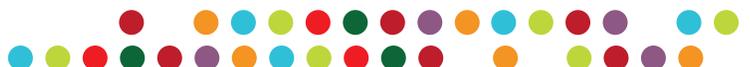
PAN 1	PAN 2	PAN 3	PAN 4	PAN 5
Dressing - ¼ pan	Salad Mix - ½ pan	Celery - ¼ pan	Onion/leftover slaw - ¼ pan	Fresh fruit 4 – ¼ pan 2 – ½ pan 1 – full pan
Cherry tomatoes - ¼ pan	Salad Mix - ½ pan	Kidney or Garbanzo beans - ¼ pan	Cottage cheese or Egg - ¼ pan	
Chicken - ¼ pan		Broccoli / Peas - ¼ pan	Corn - ¼ pan	
Carrots - ¼ pan		Secondary: All-grain salad or Jalapenos Elementary: Canned or cut fruit) - ¼ pan	Green Pepper - ¼ pan	

4-PAN SALAD BAR¹

PAN 1	PAN 2	PAN 3	PAN 4
Dressing - ¼ pan	Salad Mix - ½ pan	Red peppers - ¼ pan	Cottage cheese - ¼ pan
Cherry tomatoes - ¼ pan	Grain salads, corn, or peas - ¼ pan	Chicken, Diced egg, or Tuna salad - ¼ pan	Kidney or garbanzo beans - ¼ pan
Carrots - ¼ pan	Fresh fruit - ¼ pan	Celery - ¼ pan	Cut or canned fruit - ¼ pan
Jicama or slaw - ¼ pan		Cucumber - ¼ pan	



¹Source: Adapted from TheLunchBox; www.thelunchbox.org.



SALAD BAR SPECIALS¹



SOUP BAR	BURGER BAR	CHILI BAR	SUBMARINE BAR
Chicken noodle soup	Burgers	Bowl of chili	Small WW roll
WW Crackers (saltine)	WW Buns	Beef crumble	Sliced red onions
WW Goldfish crackers	Sliced onion	Chopped onion/red	Sliced tomatoes
	Sliced tomatoes	Chopped bell peppers	Sliced green peppers
	Pickles, chips	Shredded cheese	Sliced cheese
	Sliced green peppers	Chopped tomatoes	Sliced pickles
	Lettuce	WW Taco chips or corn	Banana peppers
	Cheese slices	Corn/canned	Sliced cucumbers
	Sliced cucumbers	Jalapeños/ canned	Coleslaw
	LF Ranch dressing	Sliced mushrooms	Shredded cheese
	Avocado	Cilantro	Turkey
	Chili	LF Sour cream*	Pepperoni
		Black olives	Ham
		Guacamole*	

WW - Whole wheat

LF - Low fat

* Preportioned

¹Source: Adapted from Riverside Unified School District Department of Nutrition Services; Farmer's Market Salad Bar Program

SALAD BAR SPECIALS¹

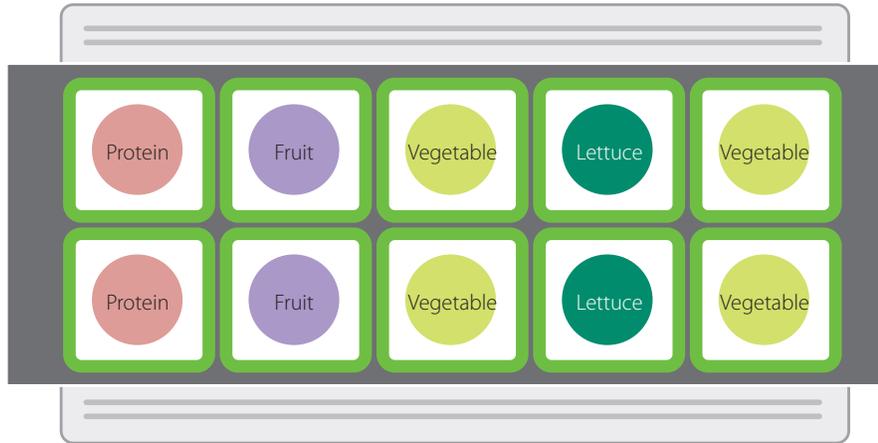
BAKED POTATO BAR	NACHO BAR	PASTA SALAD BAR	TACO SALAD BAR
Baked Potatoes/ Sweet Potato	WW Tortilla	WW Pasta	WW Filled Taco Shells
Taco Meat	Jalapeños Canned	Lettuce	Beef Crumble
Nacho Cheese	Cilantro	Tomatoes	Refried Beans
Chopped Onions	Green Onion	Sliced Carrots	LF Sour Cream*
Shredded Cheese	Cherry Tomatoes	Chopped Onions	Salsa
Kidney Beans	Kidney Beans	Peas	Chopped Tomatoes
Tomatoes	Corn	Shredded Cheese	Black Olives
LF Sour Cream*	Lettuce	Broccoli	Jalapenos
Broccoli	Carrots	Cauliflower	Sliced Mushrooms
Jalapenos	Cucumber	Sliced Zucchini	Shredded Cheese
Butter/Margine	Jicama	Sliced Pepperoni	Cilantro
Chives	Salsa	Sliced Black Olives	Guacamole*
	Black Olives	Tuna	Chopped Onions
	Taco Meat	LF Ranch Dressing*	



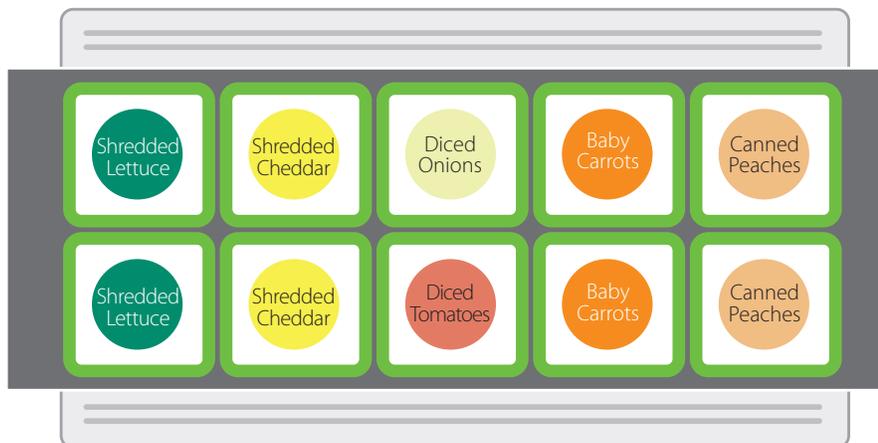
WW - Whole wheat
 LF - Low fat
 * Preportioned

¹Source: Adapted from Riverside Unified School District Department of Nutrition Services; Farmer's Market Salad Bar Program

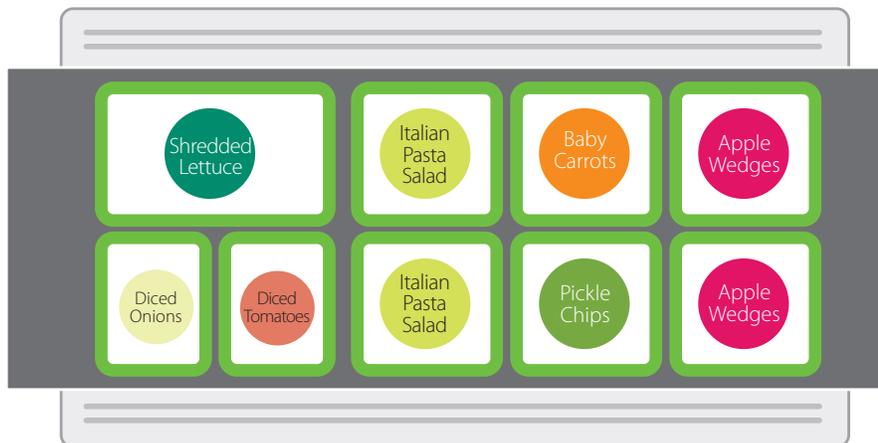
SALAD BAR (CHOICE) LAYOUT EXAMPLES¹



CHOICE SALAD BAR DIAGRAM



EXAMPLE: TACO MENU



EXAMPLE: HAMBURGER MENU

¹Source: Adapted from TheLunchBox; www.thelunchbox.org.



6 Procurement

EQUIPMENT SELECTION

EQUIPMENT CONSIDERATIONS

**See page 39 for Let's Move Salad Bars to School's equipment package*

Below you will find some common equipment considerations when exploring the right salad bar unit for your school.

- **Height**
 - K-12: Standard Height (36 ¼") and Children's and ADA Height (29 ¼") models
- **Refrigeration**
 - Hold food to 41° or below
 - Cambro Buffet Camchiller maintains cold food at safe temperatures for over 3 hours (no ice)
- **Utensils & Accessories**
 - Thermometers (correct style), salad dressing vessels (closed vs. open), tongs (size), pans (BPA-free)

SOURCE, SELECTION AND SHIPMENTS

Good food safety practices begin when you select a vendor that not only provides quality food at a good price but also delivers fresh, fruits and vegetables. Kitchen staff should carefully examine deliveries of fresh produce and be prepared to reject food that is old, over-ripe, bruised, damaged or infested by insects. After receipt, store produce immediately in dry or cold storage and label with date the item was received. Rotate items according to FIFO (first in, first out). Keep food in original packaging or label to identify its source. To prevent contamination, make sure to store produce away from chemical products in dry storage, and away from raw meat, poultry and eggs in refrigerators or walk-in coolers. Store produce at least six inches off the floor and six inches below the ceiling and away from the wall.

**See attachments on safe produce handling*



Good food safety practices begin when you select a vendor that not only provides quality food at a good price but also delivers fresh, fruits and vegetables.



PURCHASING

One of the biggest impacts that utilizing salad bars as part of the reimbursable meal will have is the change in purchases of fresh fruit and vegetable products. This impact will vary based on the practices and menus of the district before implementing salad bars, but it's not uncommon to experience a two to four-fold increase in produce purchases. Costs are reallocated from another part of the meal to salad bar ingredients as the district deemphasizes reliance on ready-to-heat foods that may include several meal components in one package.

Costs also shift as the salad bar will prompt dropping additional vegetable sides or fruit based desserts that were being used to meet the five meal components. In addition, using USDA foods as a regular part of the salad bar will offset food cost.

When buying food products for a salad bar, you want the highest quality products at the best price. Following these steps will help you reach that goal:

-
- Plan menus
-
- Determine what to buy and quantities required
-
- Develop quality standards
-
- Determine product movement policies
-
- Document purchasing process
-
- Analyze market and evaluate vendors
-
- Determine purchasing system
-
- Select vendors
-
- Place orders
-
- Receive products
-
- Prepare meal
-

USDA's Food Buying Guide and the Menu Planner for Healthy School Meals are two valuable tools that can assist you in the purchasing process. For more detailed purchasing guidance, go to the NFSMI website and review **First Choice**:

<http://www.nfsmi.org/documentlibraryfiles/PDF/20111129111739.pdf>

WHAT TO BUY AND QUANTITIES REQUIRED

One of the first steps in the process is to determine what and how much to buy. Your answers to the following questions will help:

- What will you be serving on your menu?
- How much of each ingredient will you need to fulfill your recipes?
- What products are already on hand at your facility?
- Are orders already in place for products needed?
- Product yields – How many servings will each item produce?
 - <http://www.fns.usda.gov/tn/resources/foodbuyingguide.html>
- How much product is usually consumed at meals? What is the average meal consumption rate?
- Volume and type of storage available – Do you have space for extra dry and refrigerated storage? How much room do you have for additional product?
- Do you have the space and equipment to meet the needs of your staff in preparing, storing, and serving the new products?
- Are there conflicting demands on the production schedule?



EXAMPLE ORDERING FORMS¹

VEGETABLE ORDERING INFORMATION			
Broccoli florets		18 cp/3 lb bag	NC
Carrot, baby		16 cp/5 lb bag	NC
Carrot, coins		16 cp/5 lb bag	NC
Cauliflower florets		10 cp/3 lb. bg	
Celery sticks		18cp/5 lb bag	NC
Cucumber, sliced		15 cups/5 lb bag	NC
Jicama sticks		15 cp/5 lb bag	NC
Lettuce, shredded		30 cp/5 lb. bag	NC
Salad greens		15 cp/2 ½ lb bg	NC
Spinach leaves		20 cp/2 ½ lb. bg	NC
Onion, diced		9 ½ cp/3 lb. bag	NC
Peas, frozen		48 cp/20 lb. case	NC
Tomatoes, diced		11 cup/5 lb. bag	NC
Tomatoes, grape		30 cp/flat	NC
Zucchini sticks		16 cp/5 lb. bag	NC
Svg size based on ½ cup servings for all veggies			

PROTEIN ORDERING INFORMATION			
Eggs, hard-boiled	12 eggs/bag -12 bags/ cs	144 egg/cs	US
Cottage cheese	11 svg (1/4 cp) per carton	24 oz. carton	Sch
Cheese, shredded	480 svg/cs	120 cp/30 lb. cs	NC

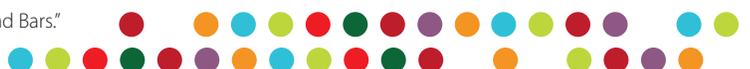
¹Source: Minnesota Department of Health, "A Field Guide to Salad Bars."

BLACK BEAN SALAD			
Black beans, drained, rinsed	20 svg/cn	6 cans/cs	US
Red Pepper, diced	112 svg/bg	7 cp/3 bg	NC
Green Pepper, diced	112 svg/bg	7 cp/3 bg	NC
Onions, diced	380 svg/bg	9 ½ cp.3 lb. bg	NC
Corn, drained	144 svg/cn	6 can/cs	NC
Garlic, minced	1800 svg/jar	3 ¾ cp/32 oz. jar	US
Jalapeno pepper	140 svg/cn	2 cp/28 oz cn	US
Dressing, black bean	160 svg/bg	8 cp/bg	NC

CORN AND EDAMAME SALAD			
Corn, drained	40 svg/cn	6 cn/cs	NC
Edamame	135 svg/bg	6 ¾ cp/2 ½ lb bg	NC
Onion, diced	384 svg/bg	9 ½ cp/3 bg	NC
Pepper, red diced	288 sg/bg	7 cp/3 bg	NC
Cilantro, chopped	2,000 svg/bg	12 ½ cp/bg	NC
Dressing, Corn & edamame	320 svg/bg	8 cp/bg	NC

ITALIAN BEAN AND PASTA SALAD			
Pasta, macaroni	27 svg/bg	15 cp/9 lb. bg	NC
Beans, pinto	54 svg/can	9 cups can 6 cups can	NC
Tomatoes - diced	85 svg/bg	11 cp/bg	NC
Onions - diced	256 svg/bg	9 ½ cp. 3 lb. bg	NC
Green pepper - diced	95 svg/bg	7 cp/3 lb. bg	NC
Dressing, Italian fat-free	120 svg/gal	16 cp/gal	US

¹Source: Minnesota Department of Health, "A Field Guide to Salad Bars."



School: _____
 Site lead: _____
 # Students Served: _____

EXAMPLE PRODUCTION RECORD¹

Item	Amt/Pan	Prepared Amount	Monday			Tuesday		
			Leftover	Used	Discarded	Prepared Amount	Leftover	Used
Beans, Garbanzo	1/4 pan	61 oz						
Beans, Kidney	1/4 pan	61 oz						
Carrots	1/4 pan	2#						
Celery	1/4 pan	4#						
Cherry Tomatoes	1/4 pan	4.5#						
Chicken, Diced	1/4 pan	2#						
Corn	1/4 pan	2#						
Cottage Cheese	1/4 pan	4#						
Cucumbers	1/4 pan	4#						
Egg, chopped	1/4 pan	1.5#						
Fruit, canned	1/4 pan	61 oz						
Fruit, Apple (whole)	Full pan							
Fruit, Bananas (whole)	Full pan							
Fruit, Oranges/Tang (whole)	Full pan							
Jalepenos	1/4 pan	61 oz						
Jicama	1/4 pan	4#						
Peas	1/4 pan	2.5#						
Peppers, red	1/4 pan	3#						
Potatoes, roasted	1/4 pan	2#						
Salad Mix - Romaine	1/2 pan	.5#						
Salad Mix - Spring	1/2 pan	2.5 qt						
Salad, Brown Rice	1/4 pan	1.5 qt						

¹Source: Adapted from The Lunchbox www.thelunchbox.org



Food Safety & Sanitation

REGULATIONS

FEDERAL

The most recent guidance published January 21, 2011, SP 02-2010 – Revised, has answered the many concerns and questions that resulted from USDA earlier guidance in October of 2010 that had many food service directors wondering if they were going to have to pull out the salad bars in some of their schools because of non-compliance.

USDA

“USDA encourages the use of salad bars in the school meal programs. The 2005 Dietary Guidelines for Americans and the Institute of Medicine’s (IOM) report, “The School Meals Building Blocks for Healthy Children” encourages the consumption of vegetables and fruits. The IOM report cites a 2007 study that determined that “salad bar programs in public schools indicate positive effects on fruit and vegetable consumption”.

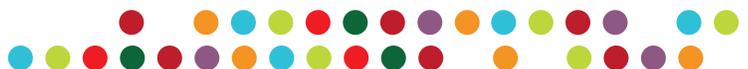
Additional data from the School Nutrition Dietary Assessment Study (SNDA) -II and SNDA-III describes the benefits of utilizing salad bars in the National School Lunch Program;

schools with salad bars offer a wider variety of vegetables and fruits than other schools. Salad bars have the potential to improve nutrition and encourage the consumption of fruits, vegetables and legumes. In addition to the nutritional benefits, salad bars may lower plate waste in school feeding programs. While we recognize the many benefits of salad bars, we are cognizant that salad bars are not always a viable option in some school food service operations. We encourage school food authorities (SFAs) to incorporate salad bars into their school food service operations when possible, and to explore other creative options when salad bars are not an option.”

LOCAL HEALTH DISTRICTS

When considering implementing a salad bar our recommendation is to engage your local health district in the process. The use of processed foods in school meals does make it less complicated when it comes to managing the safe practices of food handling.

What your local health district will want to understand is that your department has a plan, a Standard Operating Procedure (SOP) that guides the salad bar protocols and controls the risks that may be associated with the use of salad bars.





HEALTH INSPECTIONS

Any time you add a new food process, equipment, or a time and temperature sensitive food item, you should involve your local health district before and during the menu change. The health inspector can help assess food safety risks and identify practices to reduce those risks. They can also help you to decide if the changes you are planning will require a facility layout and equipment review by your local health district.

When time and temperature sensitive foods are added to the menu, you will need Standard Operating Procedures (SOP) to support your HACCP plan for safely handling of these items. Such procedures might include guidelines for purchasing, receiving, storage, washing, processing, holding, temperature logging, serving, and re-serving of fresh produce.

DEVELOPING STANDARD OPERATING PROCEDURES FOR SALAD BARS (APPENDIX)

Standard operating procedures (SOPs) can be customized to fit particular food service operations paired with labor models, but the overall goals are the same; to operate the bar efficiently and safely. Consistent use of temperature logs, chilling the pans that are used on the bar, having plenty of utensil and ingredient back-ups, and setting up a pattern of rotating out the products through the meal periods are all key features of a solid SOPs.

Staff as well as any volunteers or regular lunchroom supervisors, such as vice principals, aides, or teachers are important to the overall follow through in salad bar procedures. Acceptance of the salad bar as part of the daily operation will happen quickly when the school community experiences the students' excitement and pleasure in having more fresh choices. Including these lunchroom supervisors in training on safe food handling and SOP will increase the success of the salad bar.

EQUIPMENT

Elementary schools are allowed to self-serve from salad bars that are designed specifically for small children. These salad bars must have a plastic barrier (food shield) positioned at the appropriate height for small children, and have a lower serving surface than full-sized salad bars.



Staff Training

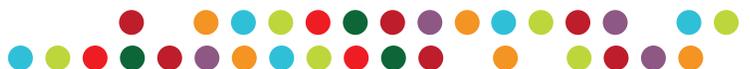
HAND WASHING

Hand hygiene reminders must be reinforced when you introduce fresh fruit and vegetables to the kitchen and the menu.

- Kitchen staff must continue to wash hands thoroughly with soap and water after using the toilet or changing tasks.
- Wash hands before handling or cutting fresh produce.
- Use gloves or a clean utensil to touch ready-to-eat produce.
- Wash hands before putting on disposable gloves to handle food, when changing gloves and when they may have been contaminated or in-between tasks.

Re-train staff on the importance of illness reporting and logging. Make sure that food service workers do not work while ill, and stay away from the kitchen for 24 hours after their last episode of vomiting or diarrhea. CDC recommends that employees with sore throat and fever should seek medical attention to rule out strep throat. Employee can return to work 24 hours after medical treatment has begun or has a negative culture for strep. To avoid non-food related outbreaks, re-train maintenance staff on the correct way to clean-up after accidents involving feces or vomit.

Have a written plan for adjusting food service if the school has a very high number of colds, flu, or gastrointestinal illnesses. This plan could include pre-packaging raw foods or discontinuing self-service during that period of time.



AT THE SALAD BAR

- Consider using longer handled utensils, especially for younger students.
- Use separate utensils for each container.
- Be sure to change-out utensils every four hours or sooner if the food contact area has been touched, or the utensil has been dropped on the floor, or placed in the wrong container, and whenever you change-out the food container.
- If students return to the salad bar, be sure they use a clean plate. Consider changing utensils after each individual class or after each “run.”
- Never add food to a partially full container on the salad bar. Replace food containers when they are getting low in product, empty or have been contaminated.
- Monitor salad bars to prevent students from ducking under sneeze guards, touching food with their hands, returning food, using utensils in more than one food container, or taking unmanageable portions.
- Label all food items on the salad bar. This is especially important for salad dressings and sauces.
- Use reminder signs – with more pictures than words - to help students remember their salad bar manners.



See page 79 in appendix

- After meal service: Clean and sanitize the entire salad bar.

IN THE KITCHEN

- Always separate raw foods from ready-to-eat and cooked foods.
- Store and prepare each produce item separately.
- Document produce use on a production record.
- Use a different, clean cutting board and utensils (e.g., knives) for each food item.
- Wash, rinse, sanitize and air-dry kitchen tools, utensils, cutting boards, other surfaces, and containers that come into contact with produce immediately after using them.

WASHING FRUITS AND VEGETABLES

- All but pre-washed fresh fruits and vegetables must be washed before they are peeled, cut, processed, served or eaten.
- Always wash fresh fruits and vegetables under a running tap. It is not necessary to rewash packaged produce labeled "ready-to-eat," or "washed". Wash all other produce - even those with skins and rinds that will not be eaten.
- Rub firm-skin fruits and vegetables under running tap water or scrub with a clean vegetable brush while washing under a running tap.
- To wash tomatoes, the water temperature should be at least 10 °F warmer than the tomatoes. This prevents the absorption of bacteria into the tomato.
- Dry fruits and vegetables with a clean paper towel or let air dry.
- Never use detergent, bleach or the dishwasher to wash produce.
- Chemical washes, if used, must be approved for use on foods and used according to the manufacturer's directions.

SAVING LEFTOVERS AND MINIMIZING WASTE

- Keep time and temperature logs for all foods on any type of salad bar. All Time/Temperature Control for Safety Food (TCS) foods that have been removed from temperature control for more than four hours must be discarded.
- You may choose to save leftover food from salad bar to reuse the next day if the proper temperature has been maintained and has been recorded on the time and temperature log. The temperature must be logged within a 4-hour time period. However, given the high potential for contamination of food items on a salad bar it is recommend that leftovers only be saved to be used in a cooked product the next day.
- If you choose to save leftovers for any purpose, cover and store them immediately. Mark containers with the contents and date they were prepared. The food can be held for seven days, including the day it was prepared, provided the TCS has been maintained at 41 °F or below. Ohio Uniform Food Safety Code (3717-1-03.4(G)).
- Never combine leftovers with a new batch of the same food. Leftover food must be put out alone and used up before any new product is introduced. To avoid waste, monitor portion size, particularly with smaller children. Use half-size or half-full containers of less popular items and food items typically selected in smaller portions.



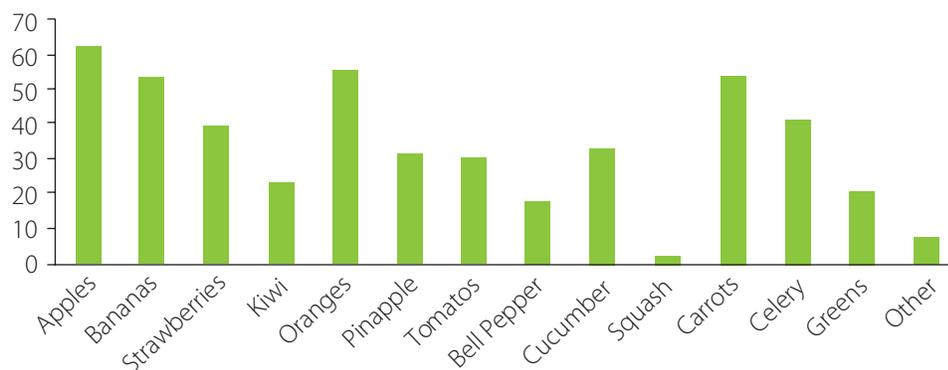
REDUCING WASTE FROM SALAD BAR¹

- Survey students regarding their salad bar preference as well as the likelihood to eat at the salad bar
 - This will help you make initial estimates for ordering
- The first few weeks and months of your salad bar may make it seem like the students are eating up your entire budget. As students get used to the salad bar, the amount they take as well as how often they eat will begin to plateau. Once this occurs it will be easier for you to order what you need and estimate how much of each product will be consumed on a daily basis, which will help you to reduce waste as well as your food costs.
- Encourage students to take only what they can eat. If it is your school policy, remind them that they can come back for seconds (but must use a clean plate!).
- Teach foodservice staff to recognize proper portion sizes visually in order to monitor compliance with the NSLP as well as to prevent waste.
- Develop visuals that show proper portion sizes compared to everyday objects so that students and staff may learn how to recognize the amount of food they serve themselves.
- Use shallow containers to hold food items.

OHIO SCHOOL FOOD SERVICE DIRECTORS SURVEY

Ohio School Food Service Directors surveyed their students most accepted fruits and vegetables in their schools. The top 5 most accepted fruits and vegetables were apples, carrots, oranges, bananas and celery. In order to reduce waste from the salad bar, keep in mind your students favorite fruits and vegetables as this is a good starting point for ordering.

What are some of your most accepted fruits and vegetables offered?



¹Source: Ohio Food Service Directors Survey, March 2012

¹Source: Minnesota Department of Health, "A Field Guide to Salad Bars."



SALAD BAR¹ SAFETY

- Wash all whole fruit (unless package states pre-washed)
- Make sure food is kept cold (<41°). Use temperature logs to keep track
- Use shallow pans to reduce waste
- Change tongs:
 - If they are dropped on the floor or in the food
 - When food is replenished/switched out
 - If they become contaminated in any way
- Avoid spray chemicals to clean salad bar while in use
- Use a towel/sanitizer bucket for cleaning
- Clean up salad bar between lunch periods and as needed for spills
- Wash your hands frequently and encourage students to do the same
- Oversee students to ensure:
 - Heads stay above the sneeze guard
 - Food is touched with clean utensils only
 - No coughing, spitting, sneezing on food
 - No foreign objects in food
 - Trays are used only once (use clean boat/plate/bowl for seconds)
- Remove and discard any potentially contaminated food
 - Food must be thrown out after it's been on the salad bar, so plan ahead to reduce waste
- Inspections might focus on
 - Keeping salad bar at proper temperature
 - General cleanliness of salad bar
 - Proper utensils are used for handling (proper size, good condition)
 - Clean plate for second serving

¹Source: Minnesota Department of Health, "A Field Guide to Salad Bars."



TIPS SELF-SERVICE SALAD BAR

FACT SHEET



SETTING UP

- Place items on both sides so no student has to reach over.
- Use ½ size 2-inch deep so serving utensils do not go into the food.
- Use 1/6 or 1/9 size for items that are not used in great quantity, such as cilantro.
- Use full size 6-inch deep for only items that do not need utensils such as whole fruit like bananas or a wrapped product.
- Use pans to cover empty spaces, great for holding tongs or repeat an item that takes longer to self-serve.
- Change out serving utensil with a clean utensil each lunch period, or if continuous service, every half hour.
- Change out containers as needed. Try to avoid adding food on line from a can or a bag.
- If there is only a little left, bring back to kitchen, place in the smallest container needed and refrigerate. Save in case you need it for the last line.
- During service, do not use any cleaning sprays. Wipe up only with an approved cleaner.
- During break in service, roll out cart with fresh product and utensils on top, bucket for scraps, and cleaning buckets on bottom of cart.
- Always remove immediately a container or utensil that has been contaminated.
- For salad dressings, using squeeze bottles instead of ladles makes it easier for children. They do not need to be placed under the breath guard. Fill only 1/3 to ½ full so you can have more bottles without wasting product. Dispose of product daily and clean properly.
- Handle commercial bottled sauces or cryovac bags, such as hot sauce, ketchup, or dressings, according to manufacturer's food safety rules.
- Use attractive pans, utensils, and labels.

MONITORING AND OBSERVING

- Determine the rules for self-service. How much or how many? Will it be unlimited?
- Ask for help from the cafeteria monitors to help children choose. Start out with instructions and adult supervision.
- Observe the students' use of utensils. Make sure utensils are easy to use. Example: A spaghetti server is great for carrots. When students use tongs, the carrots are likely to spring out and onto the floor.



SALAD BAR | PROCEDURES¹

FACT SHEET



WASHING FRUITS & VEGETABLES

The salad greens that are being used in every school have been triple washed and sealed. They are as clean and safe as they can be and it is the manufacturer's intention that they not be washed before using. Additional washing will only degrade the product. Additionally, many sites do not have the proper sink setup needed to effectively and safely wash greens. Therefore the mandatory standard procedure for all pre-packaged greens that are used is that they NOT be washed.

Other fruits and vegetables used on the salad bars DO need to be washed as they may have loose dirt and microbes on them that must be removed.

PROCEDURE FOR WASHING WHOLE FRUITS & VEGETABLES (INCLUDING VEGETABLES THAT WILL BE PEELED)

- Wear single use gloves when washing fruits and vegetables.
- Remove all stickers. Soak hearty produce to loosen foreign particles and reduce the risk of foodborne illness.
- This can be done in a clean, sanitized container such as a large bowl, bus tub or deep hotel pan. Do not fill up a sink for washing unless you have a dedicated vegetable sink that has been sanitized.
- For produce with thick skin (such as carrots, potatoes and bell peppers), use a clean vegetable brush to help wash away loose dirt and microbes.
- Some produce should not be soaked in water or scrubbed with a brush. Put fragile produce (such as cherry tomatoes and peaches) in a sanitized colander and spray with water.
- Drain fruits and vegetables well in a colander or other drain pan before cutting or storing.

PROCEDURE FOR PEELING & CUTTING SALAD BAR ITEMS

- Bacteria from the outside of raw produce can be transferred to the inside when cut or peeled such as oranges, cantaloupes, and bananas. As stated above, even products that will be peeled must be washed properly.
- Start with a clean, sanitized workspace including countertops, cutting boards and utensils.
- Clean and sanitize all surfaces and utensils after preparing food items.



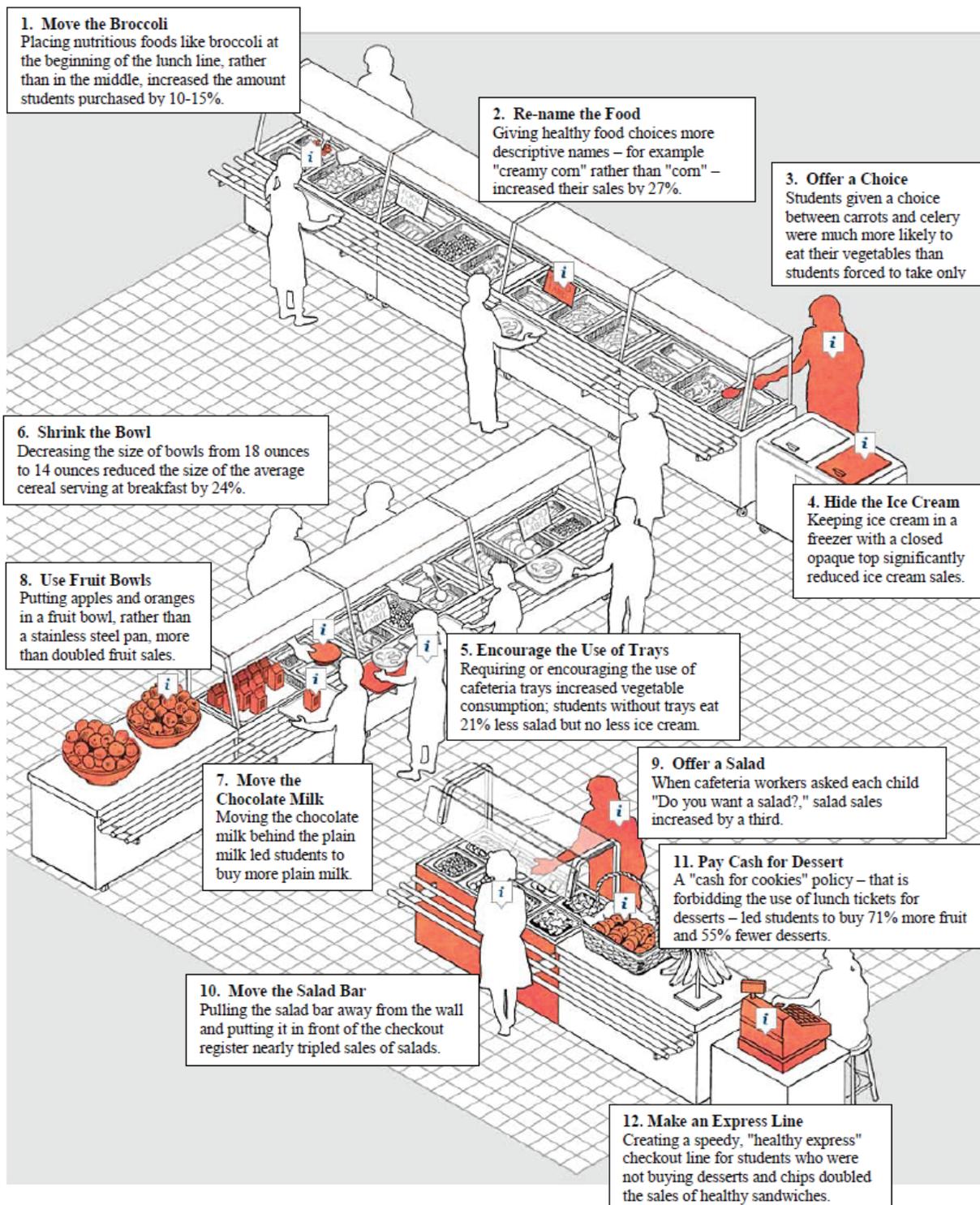
SALAD BAR SETUP

- Refrigerate all canned or bottled items (such as beans and salad dressing) and their backups before putting out on the salad bar. For example, if you generally use one can of beans for service, have another one refrigerated in case you run out.
- Keep all salad bar containers refrigerated and cooling pads frozen once they have been cleaned and sanitized.
- This will ensure that you start with a cold environment and will help maintain a safe product temperature while it is on the salad bar.
- When ready to set up the salad bar (as close to the start of service as possible), remove cooling pads from freezer and place in the base of the salad bar
- Put dividers in place according to the grid.
- Set out filled refrigerated pans as close to the start of service as possible.
- If you must substitute an ingredient, make sure you are subbing with a like ingredient (example, don't substitute eggs for tomatoes, put out carrot sticks in addition to carrot coins, or more of another popular vegetable). Substitute vegetables for vegetables, beans for beans, fruit for fruit and protein for protein.
- Alternate diced chicken and diced egg daily. These products should not be out on the same day.
- Leftover chicken from Tuesday can be de-boned, diced and used on the salad bar if properly cooled.
- Leftover tofu can be marinated and served on the salad bar as a protein.
- Record how much product is prepared on the Production Record. After lunch, record what is left.

SALAD BAR FOOD SAFETY

- Products must be maintained at a temperature below 41°. Time/Temperature logs must be maintained for all salad bar items.
- Products may be reused for service the following day if they are clean, free of other items, appear fresh and have been held below 41°F. Never combine an old product with a new one, even if it has been properly handled.
- When changing out an old product with a new one, use a new, clean container. Do not add new product to a used container.
- Do not fill protein containers more than halfway. This will ensure that the product remains at a safe temperature.

Redesigning your lunch line



¹Adapted from Brian Wansink, David R. Just, and Joe McKendry's article, Lunch Line Redesign (The New York Times, October 21, 2010. (http://www.nytimes.com/interactive/2010/10/21/opinion/20101021_Oplunch.html)





9

Student Training

HAND WASHING

You may prevent students from touching food at the salad bar but you cannot prevent them from handling these foods while they eat. It is important that students come to lunch with properly cleaned hands. It is recommended that a universal hand washing policy be in place before your salad bar program begins.

Hand washing education must be included as part of the pre-salad bar education and information campaign for families, staff, and students. Hand washing education that includes family members will help reinforce good hygiene behaviors taught at school. Student hand washing needs to be promoted, monitored, and reinforced by staff at all levels.

EDUCATION

A successful salad bar program will include education and training before the salad bar arrives, and continuing education as it is used in the school.

IN THE CLASSROOM

Spend time in the classroom to discuss new menu items and teach children about salad bar manners. Teach them why they must use utensils to handle food and stay behind the sneeze guard. Explain the importance of trying new foods and to take only as much as they will eat.

Especially for the early grades (K-3), having classroom exercises incorporating the use of various styles of tongs would help build student confidence in their use.

AT THE SALAD BAR

Use signs with pictures to remind students about hand washing, salad bar manners, and portion sizes. Provide adequate monitoring for when they forget.

Consider a test-run of the salad bar at a family open hours or PTO night.

Consider pairing older grades with younger grades for the first week of the salad bar to use peer modeling to learn how to create a salad.



See page 75 in appendix



SALAD BAR¹ SAFETY

STUDENT GUIDE

Always wash hands first

Heads stay above the sneeze guard—ask an adult if you can't reach

Food touched with clean utensils only—never use your fingers

If utensil falls on the floor, don't put it back
Tell an adult

Don't taste food items at salad bar

Take what you can eat

No coughing, spitting, sneezing on food

Always use a clean plate/boat/bowl for seconds

Always be polite in line, wait your turn

Do not say negative opinions about fruits and vegetables on the salad bar

SALAD BAR ETIQUETTE

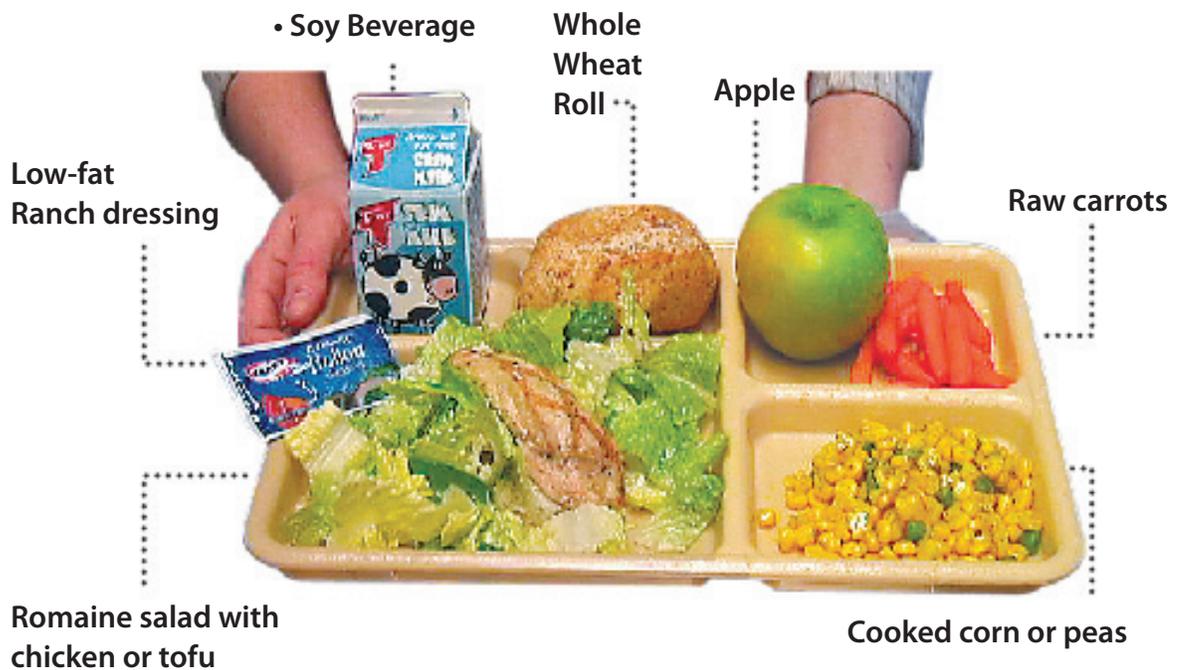
Some of the most important manners to consider in using a salad bar are:

- Pick up food with the tongs or spoons provided.
- Eat from your plate only after you have finished serving yourself and are sitting comfortably at your table.
- Take only what you think you can eat as you cannot return the uneaten items to the Salad Bar. These uneaten items will be thrown away if not eaten.
- The sneeze guard is there to protect the food. Therefore, only your arm and hand should go under the sneeze guard and only when you are serving yourself.
- Each item in the salad bar will have its own serving spoon. Please make sure it is only used in the food that it was originally meant to serve.
- And most importantly, there are people behind you that would also like to have a sampling of all the items offered so take only what you can eat and try many items, not just your favorite.

Consider having a video contest to teach proper salad bar etiquette.

DRINK OPTIONS:

- Fat-Free Milk
- 1% Milk
- Soy Beverage





Salad Bar Marketing & Promotion

Promote the salad bar to everyone (principals, teachers, students, parents, school food service staff, etc.). These groups need to know the salad bar is coming, when the salad bar is open, and why they should choose it.

BEFORE THE SALAD BAR ARRIVES:

Send information home to families about the salad bar including hand washing and salad bar etiquette. Discuss the salad bar and new menu at school meetings and conferences.

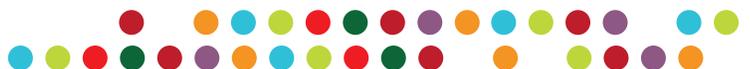
STAFF MEETING PRESENTATIONS:

Within two weeks of the salad bar launch, a 20-minute presentation can be made at a staff meeting. The presentation could cover the following topics: description of the program, including the nutrition and garden education elements; changes in procedures for teachers, secretaries, yard duty (as required by site); cost of adult meal; sign up for salad bar classroom presentations to students.

PRESENTATIONS TO STUDENTS:

The week prior to the launch, 30-minute student presentations could be conducted with the school student population. Presentations could be made in groups of 60-80 students (i.e., two or three classrooms at a time) in the multi-purpose room where the lunch was served. The presentations can cover: introduction to the salad bar; hygiene and appropriate behavior; minimum requirements (i.e., three of five food groups in sufficient amounts are needed).

These presentations can be critical to the early success of the salad bar, for several reasons. First, they provide a promotional opportunity, and create excitement and anticipation among the students. Second, reviewing the procedures (in fact, doing a practice run with empty salad bars) can increase student familiarity with the new meal format, which can facilitate the introduction of the salad bar. This is especially important to move students through the meal line as quickly as possible—lines could be longer due to the popularity of the meal. Third, the presentations afford an educational opportunity to familiarize students with the concept of food groups, local agriculture, and the seasonality of foods.





To maintain interest and participation, the Nutrition Services Department could consider an ongoing marketing/promotion/education strategy targeted at students, staff and parents. Some of the unique and important aspects of the program, such as the use of local produce and sustainably grown products, the relationship to local farmers and farms, and the connections with school gardens, need continual education and promotion.

BEGIN A MARKETING CAMPAIGN (AFTER SECURED SALAD BAR)

- Send emails/memos to principals announcing your plans to open a salad bar in their school four weeks before the opening
- Create a flyer that will announce the salad bar to parents and families.
- Send flyers to principals to be included in student weekly packets to go home the week before the startup. Call ahead to find out how many flyers will be needed for each school.
- Ask principals if you can attend the next teacher meeting to talk about the salad bar and answer questions. Ask teachers if you can come into the classroom with samples of fruits and vegetables to market the salad bar to students. Include a brief Myplate nutrition presentation to teachers and students.
- Contact PTA presidents and ask if you can talk about the salad bar and answer questions at the next PTA meeting.
- Contact other parent and community groups to do the same.
- Schedule a day prior to start up to have a taste testing during lunch in the cafeteria.

TAKE A TOUR

Classroom visitors can be a great way for students to learn about local food systems and their role in salad bars. Visitors can include local chefs, farmers, and farmers' market representatives.

Field trips are a powerful educational tool. Touring a farm or farmers' market are two such examples. Food tours help students identify their food source. They learn where their food comes from and what it takes to grow food. Visiting a farmers' market can be a fun way to educate students on different types of produce they may not have been introduced to before. Familiarity with new fruits and vegetables will increase their aptitude to try new foods on the salad bar.

TASTE TESTING

Taste tests are not only good learning experiences for students but also teachers and parents. Taste tests can occur during open houses or back to school family night events. This is an opportunity to conduct outreach and elicit support and interest for the salad bar program. Taste testing days allow students to experience with their senses the fresh produce that would be offered as items on future salad bars. This activity will engage them in the learning process and create interest, awareness and support for consumption of fruits and vegetables on the salad bar. In addition, the foodservice staff can re-emphasize salad bar etiquette.

- Fruits and vegetables will sell themselves. Have plenty on hand for kids to try.
- Make it festive through balloons, signs, etc.
- Create signs explaining how the salad bar will be offered. Have personnel at the salad bar answering questions.

OTHER PROMOTION IN THE SCHOOLS IDEAS

Creating enthusiasm for the new salad bar can increase the success and acceptance of the salad bar. The following are examples of how this can be accomplished: nutrition education, classroom visitors, field trips, cooking, taste tests, posters, videos, school website, morning announcements, and assemblies.

MORE PROMOTION IDEAS:

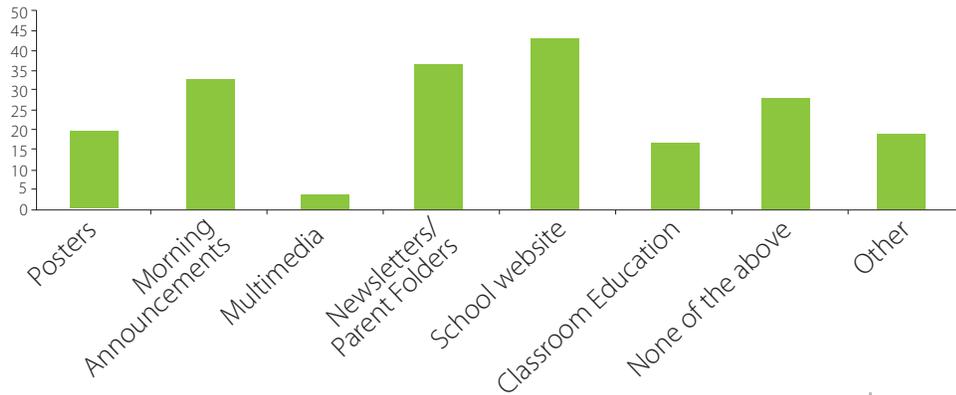
- Establishing a student nutrition advisory committee as a subcommittee to the school's wellness team
- Creating links to school garden lessons and classroom nutrition lessons (see resources)
- Taste testing in-season fruits and vegetables
- Organizing visits to the school by local farmers
- Arranging student trips to local farms and the farmers market
- Establishing a mini-farmers market at the school site
- Harvesting from the school garden for the salad bar
- Recipes to take home
- Organizing visits by chefs offering cooking classes
- Publishing back-to-school notices and articles in the school newsletter
- Giving presentations (examples)
- Posting on a school bulletin board to feature salad bar items
- Posting a "fruit and vegetable of the day/week/month" in the cafeteria
- Posting a "harvest of the month"
- Showcasing the salad bar at school open houses and other events



Food Service Directors Survey 2012

How do you promote your salad bar in your school district?

Source: Ohio Department of Health Survey, 2012



KEEPING YOUR SALAD BAR SUCCESSFUL

One way to move towards keeping your salad bar successful (and therefore reducing costs) is to invest in production equipment that reduces labor costs. Some possibilities include industrial lettuce washing and chopping equipment and fruit sectioning machines. It could also prove cost effective to purchase equipment that vacuum packs produce in volume, because this would increase the efficiency of kitchen labor. These Reduced Oxygen Packaging equipment must be commercial grade and you should notify the local health districts prior to use.

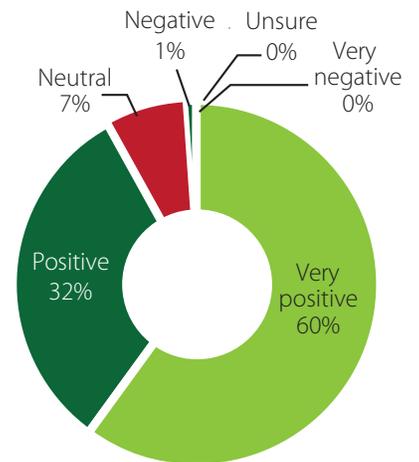
Purchasing meat, cheese, and eggs that are already cut or shredded also helps, although this can drive up the food costs, and a cost-benefit analysis must be done first. In addition to the economic benefits of reducing and mechanizing the food preparation tasks, an added benefit is the reduction of food service staff injuries due to repetitive stresses and strains that can occur with chopping.

BARRIERS¹

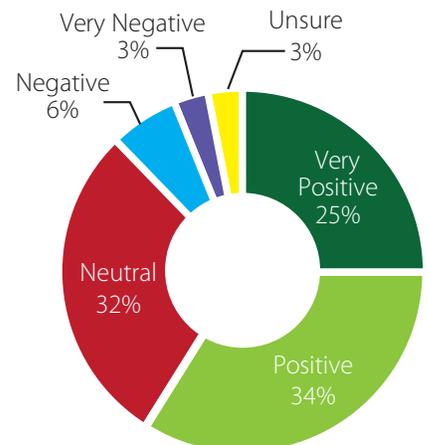
One challenge in maintaining enthusiasm for the salad bar among students is related to seasonal fluctuations in produce. Spring strawberries may bring high participation and long lines, but winter vegetables may prove to be less appealing to students. In addition to feeling less drawn to salads compared to hot foods during the winter, students may become bored with the selection, which rotates less frequently. A possible response is to add hot items to the salad bar during the winter, such as soup, stew, baked sweet potatoes, taco or burrito bars, etc. Ensure the program is revenue-neutral.

When surveying Ohio School Food Service Directors of those schools with no salad bar at this time 9% elementary, 17% middle, and 33% of high schools had salad bar in the past, but not currently.

How do you perceive salad bars? Food Service Directors with salad bar



How do you perceive salad bars? Food Service Directors without salad bar



Source: Ohio Department of Health Survey, 2012

¹ See "Myth Busters" factsheet attached

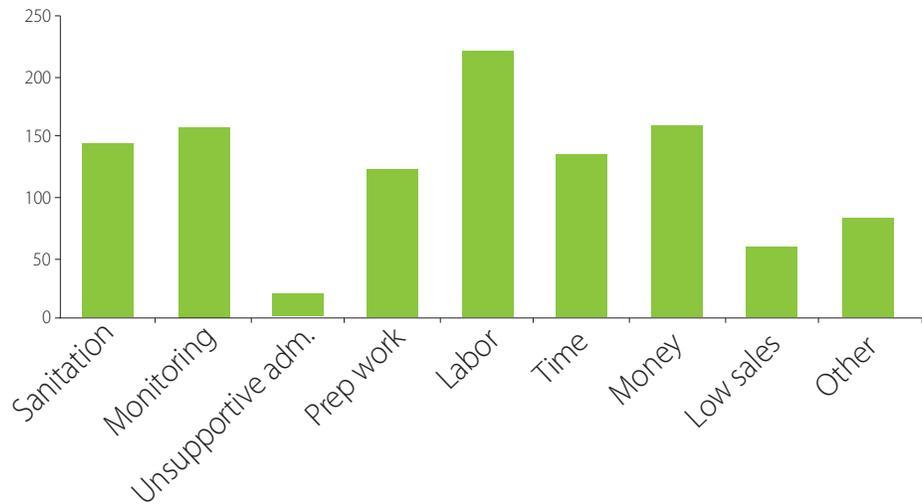


92%
of School Food Service Directors with salad bars perceive them positively or very positively.

There is a difference in the perception of School Food Service Directors towards salad bars. 92% of School Food Service Directors with salad bars at this time were more likely to perceive it positively or very positively compared to those without a salad bar.

Currently 59% of School Food Service Directors without salad bars perceive salad bars positively. Changing perception wouldn't be possible unless Food Service Directors' concerns in implementing salad bars are addressed. From the graph below, the first four barriers for having salad bars in school are:

1. Labor
2. Monitoring selection for meals for reimbursement
3. Money
4. Sanitation



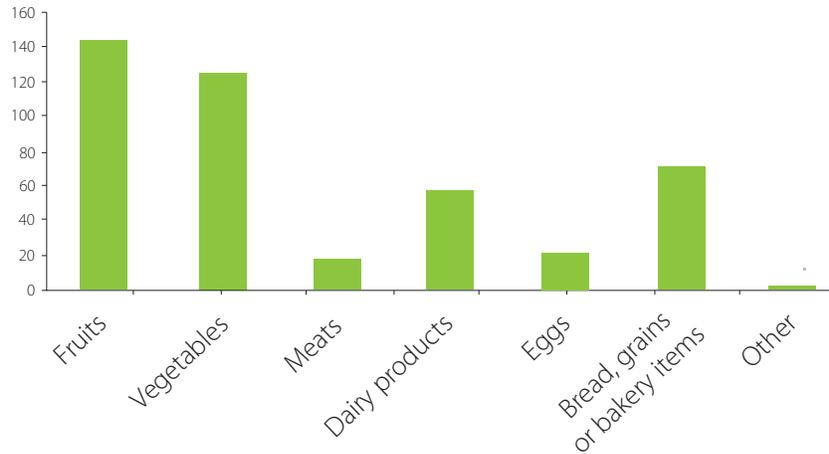
Source: Ohio Department of Health Survey, 2012



INCORPORATING LOCAL FOODS

Of the School Food Service Directors surveyed in Ohio 42% of them indicate that they purchase local or regionally grown foods. Fruit and Vegetables were by far the most purchased local foods, followed by bread/grains/bakery items and then dairy products.

What types of foods do you purchase from local sources?



Source: Ohio Department of Health Survey, 2012

Use the charts below to help you determine what produce may be in season in your area and which vegetable subcategory it would fulfill for NSLP guidelines.

SEASONAL OHIO DARK GREEN VEGETABLES			
FALL	WINTER	SPRING	SUMMER
September October November	December January February	March April May	June July August
Broccoli	*	Arugula	Arugula
Kale		Lettuce	Broccoli
Lettuce		Spinach	Kale
Swiss chard			Lettuce
Salad greens			Swiss chard
Mesclun			Salad greens
Baby & micro greens			Mesclun
			Baby & micro greens
			Spinach

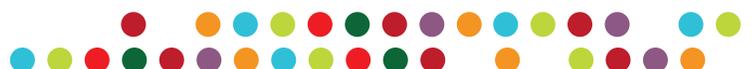
*Seasonal produce grown through season extension methods such as hoops houses may be available in some regions.

SEASONAL OHIO ORANGE VEGETABLE			
FALL	WINTER	SPRING	SUMMER
September October November	December January February	March April May	June July August
Pumpkins	*	Carrots	Carrots
Yellow squash: summer			Squash: summer
Squash: winter			
Butternut squash			
Spaghetti squash			

*Seasonal produce grown through season extension methods such as hoops houses may be available in some regions.

SEASONAL OHIO STARCHY AND OTHER VEGETABLES			
FALL	WINTER	SPRING	SUMMER
September October November	December January February	March April May	June July August
Brussels sprouts	*	Asparagus	Beets
Cabbage		Cabbage	Cabbage
Cauliflower		Peas	Cauliflower
Celery		Radishes	Celeriac
Cucumbers		Daikon	Celery
Eggplant		Rhubarb	Cucumbers
Kohlrabi		Tomatoes	Eggplant
Leeks		Parsnips	Garlic
Lettuce			Kohlrabi
Okra			Leeks
Onions			Okra
Parsnips, rutabaga			Onions
Peas			Peas
Potatoes			Potatoes
Turnips, rutabagas			Radishes
Parsnips			Daikon
			Rhubarb
			Tomatoes

*Seasonal produce grown through season extension methods such as hoops houses may be available in some regions.





SEASONAL OHIO FRUIT			
FALL	WINTER	SPRING	SUMMER
September October November	December January February	March April May	June July August
Apples	Apples	Strawberries	Blackberries
Blackberries		Lettuce	Blueberries
Blueberries		Spinach	Cantaloupe
Cantaloupe			Honeydew
Honeydew			Plums
Grapes			Pluots
Watermelon			Raspberries: Black, Red
			Strawberries
			Peaches
		Cherries	

*Seasonal produce grown through season extension methods such as hoops houses may be available in some regions.

For more information on local foods visit
 The Ohio State University Extension online at:
farmtoschool.osu.edu





Funding Your Program

LET'S MOVE SALAD BARS TO SCHOOLS

Let's Move Salad Bars to Schools (LMSB2S) is a comprehensive grassroots public health effort to mobilize and engage stakeholders at the local, state, and national level to support salad bars in schools. The vision is to significantly increase salad bars in schools across the country until every child has the choice of healthy fruits and vegetables every day at school. *Let's Move Salad Bars to Schools* is an initiative of the Food Family Farming Foundation, National Fruit and Vegetable Alliance, United Fresh Produce Association Foundation, and Whole Foods Market to support First Lady Michelle Obama's Let's Move! initiative. The goal of the *Let's Move Salad Bars to Schools* program is to fund and award 6,000 salad bars over the next three years.



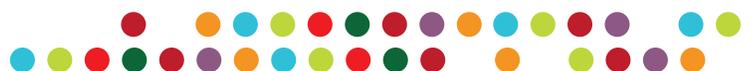
The *Let's Move Salad Bars to Schools* program is a one-time opportunity to get free equipment to provide your school with a salad bar. The program provides an online mechanism for raising funds for each individual school's salad bar. The program also provides national attention and large donors that may contribute to your equipment cost.

saladbars2schools.org

GOAL – DONATE 6,000 SALAD BARS BY NOVEMBER 2013

PROGRESS – OVER 1,500 SALAD BARS DONATED

LAUNCH: NOVEMBER 22, 2010



APPLICATION PROCESS

- Online district application
- Allows for 1 application for multiple schools
- Approval required from Nutrition Services Director and Superintendent
- Priority HealthierUS School Challenge (HUSSC) Awardees
- All schools in the National School Lunch Program (NSLP) – prioritized based on high % free/reduced & commitment to salad bars

LMSB2S SALAD BAR PACKAGE

- Cambro portable 72" 5-well insulated salad bar with two tray rails (regular or low height)*
 - Buffet Camchillers
 - Translucent polypropylene food pans
 - 9" Scalloped serving tongs
- * Vollrath electric (mechanically cooled) salad bar also available by special request



AFTER YOU HAVE CREATED YOUR LET'S MOVE SALAD BARS TO SCHOOLS SCHOOL PROFILE:¹

ALERT YOUR COMMUNITY

You can create a page on your school's website to help parents, local businesses, and others in the community learn about your school's efforts to increase fruit and vegetable consumption. If your district has requested multiple salad bars and have yet to reach your salad bar goal, or if you just want to educate the community about your school's new salad bars, use these resources below.

Encourage parents, board members and students to include a call for donations with a link to your fundraising page through their email, website, blog, Facebook profile, or Twitter account. Also remind them to share on Facebook and Twitter from your fundraising page, once they have made a donation.

SCHOOL WEBSITE/BLOG

Feature a link (potentially with a large call-out 'button') to your fundraising page on the homepage of your district/school's website.

SOCIAL MEDIA

From your Let's Move Salad Bars to School or District Webpage: Use the "Send It" button to email your contacts about your school or district's fundraising needs.

If your district/school has a Facebook fan page or a Twitter handle, make sure to post a call for donations and updates on the progress of your efforts.

SAMPLE MESSAGES:



FACEBOOK:

Support us in our efforts to improve our lunch program through the *Let's Move Salad Bars to Schools* initiative. Donate today <hyperlink to your district/school's fundraising page>

(screenshot of *Let's Move Salad Bars to Schools* Facebook Page)



TWITTER:

Put a salad bar in our school! Visit our site <hyperlink to your district/school's fundraising page> to support our new program.

(twitter photo)

¹Source: Adapted from National Fruit & Vegetable Alliance "*Let's Move Salad Bars to Schools Toolkit*"

EMAIL NEWSLETTER

Include a link to your fundraising page in your Email Newsletter.

“Support us in our effort to improve our lunch program through the Let’s Move Salad Bars to Schools initiative. Donate today <hyperlink to your district/school’s fundraising pages>”

Make sure to provide updates in your newsletter about the progress of your fundraising and encourage your recipients to forward the email onto friends and family. Once your district/school receives their salad bar, send out a picture of the new salad bar, thanking all those who supported your efforts. We also suggest that you ask your administrators and staff to send out an email to call for donations.

EMAIL SIGNATURE

Encourage your administrators and teachers to put a link to your fundraising page in their email signatures.

“Put a salad bar in our school! Visit our site <hyperlink to your district/school’s fundraising page> to support our healthy eating initiative.”

SAMPLE LETTERS

Use the template letters provided in the appendices, to reach out to local stakeholders who can assist your school in accomplishing its salad bar goals.

LOCAL ORGANIZATIONS

- Local Non-Profits
 - Social Clubs such as Rotary or Lions Clubs
 - Community Centers
 - YMCA’s
 - Churches
 - Boy Scouts
 - Girl Scouts
- Civic Groups
- Businesses
- Health Care Organizations
- Fuel Up to Play 60
 - Dual-Use Breakfast Kiosks¹
 - www.fueluptoplay60.com



¹Fuel Up to Play 60 grants may be used to purchase a breakfast kiosk that could double as a salad bar.

HOW TO DONATE TO YOUR SCHOOLS' SALAD BAR GOAL

There are two options for how your supporters can donate to your schools' salad bar goal. Supporters can visit your school's unique webpage on the *Let's Move Salad Bars to Schools* site and donate directly via that webpage, or they can mail a check to LMSB2S accompanied by a letter that indicates which school/district should receive their donation.

DONATE BY CREDIT CARD VIA THE INTERNET

Direct your supporters to your school's unique webpage on the *Let's Move Salad Bars to Schools* site.

- Click the green box that states "Make A Donation"
- Fill out the requested information
- Select your donation amount
- Click "Donate Now"

NOTE:

**TO DONATE A WHOLE SALAD BAR,
SELECT DONATION AMOUNT "OTHER" TO DONATE \$2,500.**

MAIL A CHECK TO LET'S MOVE SALAD BARS TO SCHOOLS

- Make your check payable to *Let's Move Salad Bars to Schools*:

Let's Move Salad Bars to Schools
P.O. Box 21306
Boulder, CO 80308

- In the memo line put the name of the school or school district you want to specifically donate to.
- When sending a check, provide a letter with your name, mailing address, phone number and email address. This information will be used to send a donation verification letter and allow *Let's Move Salad Bars to Schools* to contact you directly with any questions about your donation. large donors that may contribute to your equipment cost.





Frequently Asked Questions¹

SALAD BARS IN THE NATIONAL SCHOOL LUNCH PROGRAM

1. What resources are available to assist school foodservice directors in implementing self-service salad bars in elementary schools?

USDA encourages the use of fresh fruits and vegetables in school meals. Self-service salad bars are one approach that can be successfully included in the meal service when monitored closely to ensure safety. It is critical to review food safety resources and provide training for food service staff and students. Resources that might be particularly useful include:

- **Best Practices: Handling Fresh Produce in Schools**, a USDA and National Food Service Management Institute fact sheet that provides specific food safety recommendations for produce. Available at http://www.fns.usda.gov/fns/safety/pdf/best_practices.pdf
- **Program Information Manual, Retail Food Protection: Recommendations for the Temperature Control of Cut Leafy Greens during Storage and Display in Retail Food Establishments**. Available at: <http://www.fda.gov/Food/FoodSafety/RetailFoodProtection/ucm218750.htm>
- **Program Information Manual: Retail Food Protection Storage and Handling of Tomatoes**. Available at: <http://www.fda.gov/Food/FoodSafety/RetailFoodProtectionIndustryandRegulatoryAssistanceandTrainingResources/ucm113843.htm>
- **Retail Food Safety Program Information Manual: Safe Handling Practices for Melons**. Available at: <http://www.fda.gov/Food/FoodSafety/RetailFoodProtection/ucm217290.htm>
- **Fruits and Vegetables Galore: Helping Kids Eat More**, a USDA publication that contains information on how to train students on salad bar etiquette. Available at: http://teammnutrition.usda.gov/Resources/fv_galore.html

2. Are self-service salad bars still allowed in elementary schools?

Yes, self-service salad bars may be used in elementary schools. It is critical to ensure that all schools with salad bars follow their food safety program to ensure safe foods for students. Factors such as layout and space available in the serving area, equipment available to protect the food on the salad bar from contamination, staffing available to monitor the salad bar during meal service, and training for staff and students must be considered in determining how to safely incorporate a salad bar into a school meals program.

The use of food guards or shields is one way to protect food on a salad bar from contamination. NSF International Standard/American National Standard (NSF/ANSI) 2 for Food Equipment provides a standard that establishes the minimum food protection and sanitation requirements for the materials, design, fabrication, construction, and performance of food shields for use in elementary schools.

¹USDA, Child Nutrition Program, Memo on Salad Bars in the NSLP, 2011.

Because food codes and regulations vary among local jurisdictions and states, it is important to check with your local or state health department to determine if there are specific guidelines that must be followed in your jurisdiction for the installation and use of salad bars.

3. Are the NSF/ANSI Standards required?

Meeting the NSF/ANSI standards is not a federal requirement. It is important to check with your local health inspector to determine what serving methods are acceptable in order to be in compliance with local or state requirements.

4. Must salad bars be monitored for food safety?

Self-service of ready-to-eat foods such as occurs with salad bars can pose a food safety risk that can be reduced by supplying clean utensils and dispensers and by employee monitoring of the salad bar during the meal service to ensure that the utensils and dispensers are properly used. Trained food service staff members should monitor the salad bar, keep all surface areas clean, (i.e., quickly clean up spills), and ensure that students follow good food safety practices (i.e. using tongs and staying above the sneeze guard). Keeping the salad bar clean and safe is essential for students' safety.

It is important to check with your local or state health department to determine the specific guidelines that must be followed in your jurisdiction when monitoring a salad bar. Some jurisdictions adopt the 2009 FDA Food Code and use it as the basis of their state and local food safety regulations. The 2009 FDA Food Code has provisions that address consumer self-service operations such as salad bars. Paragraph 3-306.13 (C) specifically addresses what foods can be offered for consumer self-service, effective dispensing methods, and monitoring by food employees trained in safe operating procedures.

5. What if we can't afford additional labor costs to have food service staff monitor the salad bar?

Keeping a salad bar safe and appealing requires monitoring. If a school is not able to provide food service staff or well-trained volunteers to monitor the salad bar during the meal service, pre-wrapped salad bar components may be an option to improve food safety.

6. What steps can be taken to help students follow good food safety practices when using a salad bar?

It is important to teach students about salad bar etiquette. This includes teaching children proper hand washing techniques and how to control transmission of harmful organisms by using tongs and staying above the sneeze guard. In addition to hand washing, students should be supervised to make sure they use good food handling practices while serving themselves at a salad bar. Reminder signs could be posted on the salad bar to reinforce good food handling practices.

7. Will pre-wrapped salad bar components increase waste?

Not necessarily. If schools serve pre-wrapped salad bar components that students like and are packaged in appropriate portions, food waste will be minimized. To reduce packaging waste, reusable or recyclable containers may be used.

8. Will pre-wrapped (Grab 'n Go) options ignore the importance of student choice?

No. Pre-wrapped (Grab „n Go) options can be offered in a variety of ways (both portion sizes and product combinations) to provide students choices, i.e. selecting from a variety of pre-wrapped salad bar items.

9. Will salad bar items be reimbursed?

Yes, if the salad bar food items are served in the minimum amounts required by the meal pattern, meals containing foods from the salad bar will be reimbursable.



13 Resources

PROMOTION

- **FRUITS AND VEGGIES MORE MATTERS®**
<http://www.fruitsandveggiesmorematters.org/>
- **THE LUNCHBOX RESOURCES**
<http://www.thelunchbox.org/resources/salad-bar>
- **RAINBOW DAYS: A FOOD SERVICES STUDENT ACTIVITY TO ENGAGE KIDS WITH SALAD BARS**
http://saladbars2schools.org/pdf/Rainbow_Day_A_Salad_Bar_Student_Activity_Guide.pdf

USDA

- **GEOGRAPHIC PREFERENCE**
http://www.fns.usda.gov/cnd/governance/Policy-Memos/2011/SP18-2011_os.pdf
- **HANDLING FRESH PRODUCE ON SALAD BARS**
http://www.fns.usda.gov/cnd/Guidance/foodsafety_saladbars.pdf
- **SALAD BARS IN THE NATIONAL SCHOOL LUNCH PROGRAM**
<http://www.fns.usda.gov/cnd/governance/Policy-Memos/2011/SP02-2011osr.pdf>
- **BEST PRACTICES HANDLING FRESH PRODUCE IN SCHOOLS**
http://www.fns.usda.gov/fns/safety/pdf/best_practices.pdf

OTHER

- **SERVING SCHOOL GARDEN PRODUCE IN THE CAFETERIA**
http://saladbars2schools.org/pdf/SchoolGarden_to_Cafeteria_Liability_May2011
- **NATIONAL FARM TO SCHOOL NETWORK**
<http://www.farmtoschool.org/>
- **OHIO FARM TO SCHOOL**
<http://farmtoschool.osu.edu/>
- **VEGGIES GALORE**
http://www.fns.usda.gov/tn/resources/fv_galore.html
- **THE CRUNCH LUNCH MANUAL**
<http://saladbars2schools.org/pdf/crunch-lunch.pdf>
- **RIVERSIDE FM SALAD BAR HANDBOOK**
<http://saladbars2schools.org/pdf/Riverside-FM-Salad-Bar-Handbook-Edited-2010.pdf>
<http://www.saladbars2schools.org/pdf/Riverside-SBP.pdf>



Fundraising Resources

LET'S MOVE SALAD BARS TO SCHOOLS

www.saladbars2schools.org

FUND MONKEY

If schools have their own idea of online fundraising, a PTO founded program fundmonkey can help with the technical part of setting up a website. www.fundmonkey.com

NATIONAL BREAST CANCER FOUNDATION INC.

This fundraising initiative provides garden kits complete with 4 seed packets of different flowers or vegetables, 8 peat pellets for easy seed starting and growing instructions. <http://www.hopeisgrowing.com>

RIGHT RESPONSE

We all need first aid. Right Response features an innovative line of first aid kits designed for everyday situations. www.rightresponse.com

OUNCE OF PREVENTION

Ounce of Prevention is a nationwide company whose focus has been health education, health/disease awareness and screening services in the corporate world, and medical community. www.announceofprevention.com

ROCK'N LEARN

Rock 'N Learn is the elementary school fundraising program, helping students improve their academic performance and boost test scores through entertaining and often interactive content. It offers an elementary school fundraiser that has educational benefits. www.rocknlearn.com/fundraiser

AS-THON-ISHING RESULTS!

Raise money and get power play with active fundraisers. Bike-a-thons, Jump-a-thons, Walk-a-thons, Skate-a-thons, and Dance-a-thons are a few examples. Kids can ask for pledges for miles biked, distance walked, or time jumped or skated.

HIDDEN TALENTS

Can your child sing, dance, juggle, perform magic tricks, blow the world's biggest bubble, do gymnastics, make the family dog do tricks, or just plain make people laugh? Talent shows are a fun and healthy way to raise money.

SPORT-O-RAMA

Call your local bowling alley, miniature golf course, or tennis club and ask if they will help you organize a sports tournament.

PENNY WARS!

Each classroom collects coins and puts them in labeled jars, which are kept in the school office. Treat the class that collects the most coins to a healthy reward – like extra recess or a smoothie party!

HEALTHY TREATS SELL!

Are food sales a big part of your fundraising efforts? This year, sell healthier foods like fruit smoothies, frozen bananas, trail mix, fruit and nut baskets, or air-popped popcorn.

SELL SCHOOL SPIRIT

Use your child's school or club mascot or name to show pride and raise money. Put the school's logo on t-shirts, sweatshirts, bumper stickers, decals, Frisbees, caps, mugs, key chains, visors, calendars, license plate frames, and buttons or pins to help them sell even better. Other school spirit fundraisers include selling team ribbons, stadium pillows, megaphones, flags, and scarves. They can even put your school's name and logo on items such as bottled water!

CHILDREN'S COOKBOOK FUNDRAISING

Involve the whole school in writing a book of the children's favorite recipes. Compile the recipes into a book and sell them to parents, friends, etc.

OTHER FUNDRAISING IDEAS:

- Auction a service (lawn mowing, cleaning, etc.)
- Read-a-thons
- Car washes
- Recycling (cans, bottles, paper, ink cartridges)
- Carnivals/game nights
- Singing telegrams
- Craft sales
- Wrapping gifts during the holidays
- Dances (kids, family, Sadie Hawkins)
- Yard/garage sales

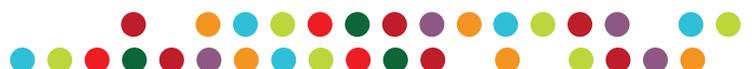


LET'S MOVE
Salad Bars
to Schools

A large, stylized number "15" is centered within a light green circle. Two green leaves are attached to the top of the circle, giving it the appearance of a fruit or vegetable.

Appendices

- HACCP-BASED SOPS
PREVENTING CONTAMINATION AT FOOD BARS
- **SAMPLE SUPERINTENDENT LETTER**
- **SAMPLE COMMUNITY LETTER**
- **SAMPLE PRESS RELEASE**
- **BEST PRACTICES HANDLING FRESH PRODUCE IN SCHOOLS**
- **STORING FRESH PRODUCE**
- **CHOOSEMYPLATE.GOV - COLORING PAGE**
- **MAKE YOUR PLATE HALF FRUITS AND VEGETABLES**
- **MYPLATE**
- **MAKE A RAINBOW AT THE SALAD BAR**
- **LETTUCE +5**
- **TAKE WHAT YOU WANT, EAT WHAT YOU TAKE**
- **PLEASE USE UTENSILS AND NOT YOUR HANDS**



HACCP-BASED SOPS

PREVENTING CONTAMINATION AT FOOD BARS¹

PURPOSE: To prevent foodborne illness by ensuring that all items held on food bars are protected from contamination.

SCOPE: This procedure applies to anyone who is responsible for maintaining and monitoring the self-service food bars.

KEY WORDS: Contamination, Self-Service, Salad Bars, Food Bars

INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP.
2. Follow State or local health department requirements.
3. Follow Employee Health Policy, Personal Hygiene, and Washing Hands SOPs. (Employee health policy is not included in this resource.)
4. Follow manufacturer's instructions for pre-heating and pre-chilling food bar equipment before use.
5. Place all exposed food under sneeze guards.
6. Provide an appropriate clean and sanitized utensil for each container on the food bar.
7. Replace existing containers of food with new containers when replenishing the food bar.
8. Assist students who are unable to properly use utensils.
9. Ensure that students use a clean dish when returning to the food bar.
10. Store eating utensils with the handles up or in a manner to prevent students from touching the food contact surfaces.
11. Avoid using spray chemicals to clean food bars when in use.

MONITORING:

1. Monitor and record temperatures of food in accordance with the Holding Hot and Cold Potentially Hazardous Foods SOP.
2. Continually monitor food containers to ensure that utensils are stored on a clean and sanitized surface or in the containers with the handles out of the food.
3. Continually monitor students' use of the food bar to ensure that customers are not:
 - Touching food with their bare hands
 - Coughing, spitting, or sneezing on the food
 - Placing foreign objects in the food
 - Using the same plate for subsequent trips

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Remove and discard contaminated food.
3. Demonstrate to students how to properly use utensils.
4. Discard the food if it cannot be determined how long the food temperature was above 41 °F or below 135 °F.

(Sample SOP)

VERIFICATION AND RECORD KEEPING:

The foodservice manager will verify that foodservice employees are assigned to maintain food bars during all hours of operation. Foodservice employees will record temperatures of food items and document corrective actions taken on the Hot and Cold Holding Temperature Log. The foodservice manager will complete the Food Safety Checklist daily. This form is to be kept on file for a minimum of 1 year. Foodservice employees will document any discarded food on the Damaged or Discarded Product Log. The foodservice manager will verify that appropriate corrective actions are being taken by reviewing, initialing, and dating the Damaged or Discarded Product Log each day. The Hot and Cold Holding Temperature Log and the Damaged or Discarded Product Log are to be kept on file for a minimum of 1 year.

DATE IMPLEMENTED: _____ BY: _____
 DATE REVIEWED: _____ BY: _____
 DATE REVISED: _____ BY: _____

SAMPLE SUPERINTENDENT LETTER

[Today's Date]
[School Name]
[Street Address]
[City, State and Zip Code]

Dear Superintendent [Name],

The school nutrition department would like to participate in *Let's Move Salad Bars to Schools* – an initiative that provides free salad bar equipment to schools. Participating in *Let's Move Salad Bars to Schools* will provide a unique opportunity to introduce fresh fruits and vegetables into our students' diets while allowing them to choose what they will eat. Some of the numerous benefits of salad bars to both students and schools are listed below:

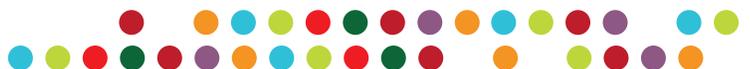
- Research has shown that kids who eat a balanced and nutritious diet are better learners. Salad bars translate to real results in the area of academics by helping improve classroom focus and interaction with peers.
- Offering more fruits and vegetables supports our school's local wellness policy efforts.
- Salad bars communicate to parents, students, teachers, and the community our commitment to children's health and well-being.
- Kids eat more fruits and vegetables when they are given choices. Because most children are not eating enough fruits and vegetables on a given day, this is a great opportunity to help them meet their nutritional needs.
- Plate waste decreases when children are allowed to choose what they are going to eat. Salad bars can be a cost effective way to meet lunch standards and all food components for a reimbursable meal can be served.
- Schools across the country have demonstrated that introducing a salad bar increases meal participation and therefore program revenue.
- Salad bars provide an excellent opportunity to highlight local farmers. Partnering with our neighbors to provide food for the students ties the children to their community. It also establishes our school as a community partner.

To apply for a free salad bar, all that needs to be done is to complete an online application at www.saladbars2schools.org. The signatures of both the Superintendent and Nutrition Services Director are required on the application. Applying to *Let's Move Salad Bars to Schools* gets our school's profile on the program website where both local and national funders can make contributions to our salad bar fund. In total, each salad bar requires \$2500 in donations.

Thank you in advance for your support in this endeavor. We could not participate in *Let's Move Salad Bars to Schools* without dedicated educators, such as you, who realize the importance of the school nutrition program and the role nutrition plays in the cognitive development of our youth. Please call or email me with any additional questions you may have.

Sincerely,

[Name]
School Nutrition [Title]
[Email address]
[Phone #]



SAMPLE COMMUNITY LETTER

[INSERT DATE]

[NAME, TITLE AND ADDRESS OF PERSON RECEIVING THIS LETTER]

Dear [INSERT NAME OF COMPANY REPRESENTATIVE]:

The staff of [INSERT SCHOOL NAME] is strongly committed to our children's future and to their nutrition and health education. We are participating in the Let's Move Salad Bars to Schools initiative, and our school has launched a campaign to raise funds to be able to purchase a salad bar for our school. We are reaching out to parents and local [companies/foundations], such as [name of company] to help us raise \$2500 to purchase a salad bar for our school.

Let's Move Salad Bars to Schools is a public health initiative to bring salad bars to schools across the country in order to increase children's consumption of fruits and vegetables. This program supports the *Let's Move!* initiative to end childhood obesity in one generation, and our school wants to be part of the *Let's Move Salad Bars to Schools* initiative to improve our school meals, and provide students with more healthy fruits and vegetables. Let's Move Salad Bars to Schools is offering grants to schools and school districts participating in the National School Lunch Program, and schools are also encouraged to fundraise for their own salad bars as well. Our school has already submitted an application on the *Let's Move Salad Bars to Schools* website, and we now have our own unique webpage, [INSERT WEBPAGE URL].

We are encouraging [local companies/foundations/supporters] to go on-line to this website and submit their donation to our school's salad bar effort. If you prefer to submit a check, that's an option as well. Please see the directions on the next page.

We believe our students will enjoy using a salad bar to select their own fruits and vegetables to eat, and will increase their consumption of these healthy foods.

Thank you for your interest in supporting [INSERT SCHOOL NAME] effort to bring a salad bar to our school. This is all about the kids and supporting better health! If you have any questions, contact [INSERT NAME of PERSON LEADING THIS EFFORT FOR YOUR SCHOOL].

Thank you,

[This letter should be sent by either the Superintendent, Principal, Food Service Director or Parent Volunteer Leading this Effort]

Send a Check to Support [INSERT SCHOOL NAME's] Effort to Bring a Salad Bar to Our School

If you would prefer to write a check to support [INSERT SCHOOL NAME's] effort to bring a salad bar to our school, please follow the instructions below. Before sending your check, please contact me so I am aware of your donation.

Donations can be made payable to *Let's Move Salad Bars to Schools*:

Let's Move Salad Bars to Schools

P.O. Box 21306

Boulder, CO 80308

Please provide a letter with your donation that indicates the name and location of the school that you would like to be the recipient of your donation. Also, please include your full contact information: name, mailing address, email and phone number along with your check. *Let's Move Salad Bars to Schools* will send you a donation verification letter once your donation has been received.

Thank you for supporting [INSERT SCHOOL NAME's] effort to bring a salad bar to our school. More information about *Let's Move Salad Bars to Schools* is available at www.saladbars2schools.org.

SAMPLE PRESS RELEASE

FOR IMMEDIATE RELEASE

District [XX] implements salad bars in [elementary/middle/high] schools

[DATE]

[City/Town/Village Name], Ohio – School District [XX] [is/has] started a salad bar at [SCHOOL NAME] to help improve healthy eating by increasing the amount of fruits and vegetables offered and served to students and staff.

District [XX] school officials chose to implement a salad bar as part of an ongoing effort to improve healthy eating in the schools by making the healthy choice the easy choice. [QUOTE FROM FOOD SERVICE STAFF: example: "This grant will help give us a unique opportunity to offer salad bars in our elementary schools," said Michelle Trumpy, the district's Registered Dietitian.]

Through the *Let's Move Salad Bars to School* initiative, [# of bars] salad bar[s] were donated to the district. The plan is to have the salad bars in place when school begins in the fall.

"The salads we serve have had a great success at the elementary level," said Trumpy. *"Implementing salad bars will help us continue on the path of improving healthy eating in our schools by increasing the servings of fruits and vegetables our students eat on a daily basis."*

The [# of bars] donated salad bar[s] are part of the *Let's Move Salad Bars to Schools* initiative, a comprehensive grassroots public health effort designed to mobilize and engage stakeholders at the local, state and national level to support salad bars in schools. The initiative's vision is to significantly increase salad bars in schools across the country until every child has the choice of healthy fruits and vegetables every day at school.

Picture of student/staff (with permission) enjoying the salad bar.

Let's Move Salad Bars to Schools is an initiative of the Food Family Farming Foundation, National Fruit and Vegetable Alliance, United Fresh Produce Association Foundation, and Whole Foods Market. It is designed to help support First Lady Michelle Obama's *Let's Move* initiative, which works to address childhood obesity.

District [XX] serves approximately [# of students] students in grades K-12, with additional early learning opportunities for [AGE GROUPS][Elaborate on opportunities]. District [XX] is located near [large city nearby], serving all or parts of the communities of [cities/villages/towns served by school district].

CONTACT:

[Name of district contact person], [Title of contact person]
[Contact@district.edu].





BEST PRACTICES

HANDLING FRESH PRODUCE IN SCHOOLS

Fruits and vegetables are an important part of a healthy diet. Introducing children to them in schools will improve their present and future health. Fresh produce must be handled safely to reduce the risks of foodborne illness. There are a number of steps that foodservice employees can take to minimize the chances for fruits and vegetables they handle to become contaminated. Best practices for handling all types of produce are described in this fact sheet, along with practices specific to leafy greens, tomatoes, melons, and sprouts.

Contamination of produce with harmful microorganisms can occur at all stages of production, processing, transportation, storage, preparation, and service. To prevent foodborne illness, fresh produce needs to be handled with care at each step from farm to table.

Recommendations For Specific Types Of Produce



MELONS

- Avoid using whole melons that have visible signs of decay or damaged rinds (such as mechanical damage or cracking) due to the increased risk that harmful bacteria may have contaminated the melons.
- Wash the outer surface of the melon thoroughly under running cool tap water to remove surface dirt. Scrub melons with a clean produce brush before cutting. Cut away any bruised or damaged areas before serving.
- Discard cut melons after 4 hours if maintained at 41°F or above. If possible, display cut melons in a refrigerated case, not just on top of ice.
- Display cut melons for a maximum of 4 hours without being kept cool with refrigeration or ice and discard uneaten melons at the end of 4 hours.
- Mark the date on refrigerated cut melons to indicate that they must be consumed or discarded within 7 days.



TOMATOES

- Do not wash tomatoes in cold water. Use wash water temperatures that are at least 10°F warmer than the internal tomato temperature to prevent exterior bacteria from entering the interior of the tomato during washing.
- Ensure whole tomatoes are free from obvious signs of soil and skin damage, such as punctures, prior to cutting, slicing, or dicing. Either cut away any bruised or damaged areas, or do not use the tomato.
- Hold tomatoes at 41°F or below after cutting, including during display on serving lines and salad bars.
- Ensure the temperature of tomatoes purchased as fresh-cut (i.e., sliced, diced, or chopped) is 41°F or lower upon delivery and the tomatoes were kept cool continuously during transport. Reject fresh-cut tomatoes delivered at a temperature higher than 41°F.
- Mark the date on refrigerated cut tomatoes to indicate that they must be consumed or discarded within 7 days.
- Do not store cut tomatoes in direct contact with ice or water.



LEAFY GREENS

- Do not use leafy greens with visible signs of decay or damage because there is an increased risk of the presence of harmful bacteria. When in doubt about the use of decayed or damaged product, either remove the unusable portions or do not use the leafy greens.
- Do not rewash packaged produce labeled "ready-to-eat," "washed," or "triple washed."

SPROUTS

Due to the increasing number of illnesses associated with eating raw sprouts, the Food and Drug Administration has advised all consumers—especially children, pregnant women, the elderly, and persons with weakened immune systems—to not eat raw sprouts as a way to reduce the risk of foodborne illness. All sprouts should be cooked thoroughly before eating to reduce the risk of illness.

Resources

Council for Agricultural Science and Technology. **Food Safety and Fresh Produce: An Update.**
Available at <http://www.cast-science.org/publications.asp>

Food and Drug Administration. **Draft Guidance for Tomatoes, Leafy Greens, and Melons.**
Available at <http://www.fda.gov/Food/FoodSafety/Product-SpecificInformation/FruitsVegetablesJuices/FDAProduceSafetyActivities/ucm174086.htm>

Food and Drug Administration. **Safe Handling of Raw Produce and Fresh-Squeezed Fruit and Vegetable Juices.**
Available at <http://www.cfsan.fda.gov/~dms/prodsafe.html>

National Restaurant Association. **Guidelines on How to Keep Salad Bars Safe.**
Available at http://www.restaurant.org/foodsafety/how_to_salad.cfm

U.S. Department of Agriculture. **Fresh Fruit and Vegetable Program Handbook.**
Available at <http://www.fns.usda.gov/cnd/FFVP/Resources/FFVPhandbookFINAL.pdf>

U.S. Department of Agriculture. **Fruits & Vegetables Galore: Helping Kids Eat More.**
Available at http://www.fns.usda.gov/TN/Resources/fv_galore.html

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Information about this and other topics may be obtained by contacting the
NATIONAL FOOD SERVICE MANAGEMENT INSTITUTE,
The University of Mississippi; Telephone: 800.321.3054; Item number ET100-10



Recommendations For Handling Fresh Produce



PURCHASING AND RECEIVING

- Use purchasing specifications that include food safety requirements, such as maintaining produce at the proper temperature, maintaining clean and pest-free storage areas and delivery vehicles, and complying with federal and state food safety laws and regulations.
- Ensure suppliers are getting produce from licensed, reputable sources.
- Check storage and handling practices of vendors.
- Establish procedures for inspecting and accepting or rejecting incoming deliveries. Procedures should include checking the condition of the fresh produce and the transportation vehicles to make sure specifications are met.



WASHING AND PREPARATION

- Inspect produce for obvious signs of soil or damage prior to cutting, slicing, or dicing. When in doubt about damaged produce, either cut away the affected areas or do not use the item.
- Wash produce before serving or cutting using either:
 - Continuous running water.
 - Chemical disinfectants, used according to the manufacturer's label instructions for recommended concentration and contact time. *Note: Do not soak produce or store in standing water.*
- Do not rewash packaged produce labeled "ready-to-eat," "washed," or "triple washed."
- Wash thoroughly with hot soapy water all equipment, utensils, and food contact surfaces that come into contact with cut produce. Rinse, sanitize, and air-dry before use.



HAND HYGIENE

- Wash hands thoroughly with soap and water before handling or cutting fresh produce. Rewash hands after breaks, visiting restrooms, sneezing, coughing, handling trash or money, or anytime hands become soiled or otherwise contaminated.
- Use a barrier such as gloves, deli paper, or an appropriate utensil to touch ready-to-eat produce. *Note: This does not eliminate the need for frequent proper handwashing.*
- Always wash hands before putting on disposable gloves.
- Change disposable gloves anytime the gloves may have been contaminated or when changing tasks.
- Do not wash or reuse disposable gloves.
- Change disposable gloves if they are torn or damaged.



SERVING

- Do not store produce in direct contact with ice or water while on display on serving lines and salad bars.
- Mark the time when cut produce is displayed without refrigeration. Display cut produce for a maximum of 4 hours if not in a refrigeration unit or containers surrounded by ice. Discard any uneaten produce at the end of 4 hours.
- Create safe salad bars and self-service lines by taking the following actions:
 - Protect food with sneeze guards or food shields in a direct line between the food and the mouth or nose, usually 14 to 18 inches above the food.
 - Use cleaned and sanitized long-handled tongs, spoons, and ladles so bare hands do not touch food and the utensils do not drop into the serving pans.
 - Change utensils periodically.
 - Set up the salad bar or self-service line as close to mealtime as possible to reduce the time that produce sits out.
 - Keep cold foods at or below 41°F in a refrigeration unit or surrounded by ice.
 - Monitor and document the internal temperature of self-service items every 30 minutes as with other foods on the service lines.
 - Clean up spills promptly. Wiping cloths should be stored in sanitizing solution and laundered daily.
 - Teach children salad bar etiquette. Assign an adult to monitor the salad bar and self-service line to make sure the customers—especially children—are not touching food with their hands, tasting food while in line, putting their heads under the sneeze guard, or returning food items.
 - Clearly label all salad dressings and other containers to discourage tasting.
 - Never add freshly prepared food to food already on salad bars and self-service lines.

STORAGE

- Maintain produce at the temperature recommended for the variety and particular stage of ripeness.
- Store produce at least 6 inches off the floor, including in walk-in refrigerators.
- Store produce in a covered container and above other items that might cause contamination.
- Follow manufacturer's instructions for the product such as "keep refrigerated" or "best if used by."
- Establish a policy for produce that is cut in-house to specify how long the refrigerated cut product may be used. Mark the product with "prepared on" or "use by" date.
- Wash produce just before preparation, not before storage.

TRAINING AND GENERAL FOOD SAFETY PRACTICES

- Develop training programs to teach the importance of food safety and proper handling of produce to all food handlers.
- Practice good food safety and food handling techniques to prevent cross-contamination.

Storing Fresh Produce

Refrigerators should maintain a temperature of 41 °F, or less, but temperatures inside a refrigerator can range from colder (32 °F) to warmer (41 °F), depending on the location. Colder temperatures are found in the back and warmer temperatures in the front, near the door. Some kinds of produce should be stored at warmer temperatures near the door for best quality. Location of fruits and vegetables is important because fruits, in general, produce ethylene gas, which fosters natural ripening, but it also can cause most vegetables and a few non-ethylene producing fruits to deteriorate more quickly and develop undesirable characteristics. Ideally, ethylene-producing fruits should be stored in the refrigerator as far from ethylene-sensitive fruits and vegetables as possible.

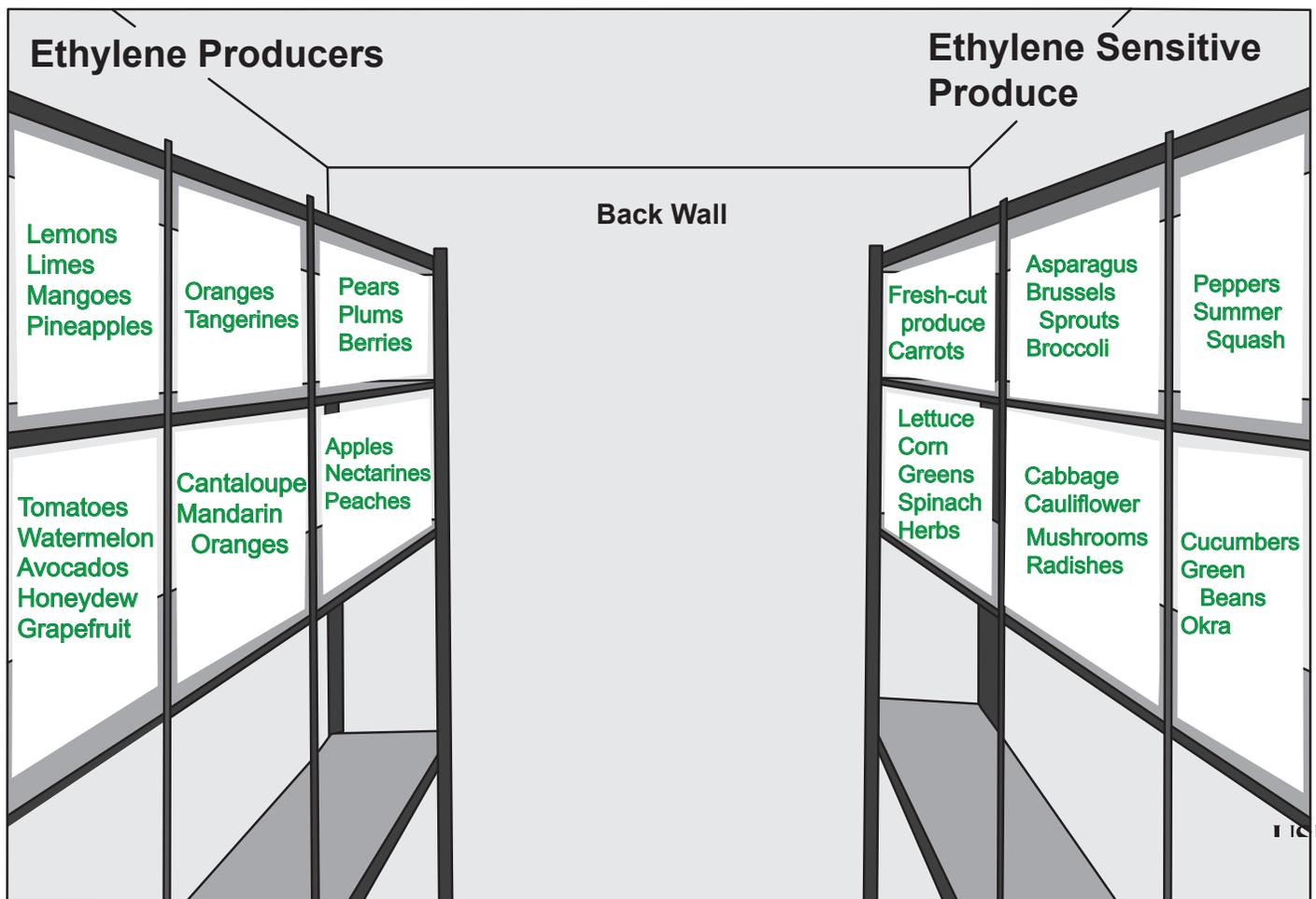
These items should not be refrigerated. Store ideally between 60 °F and 70 °F.

Bananas

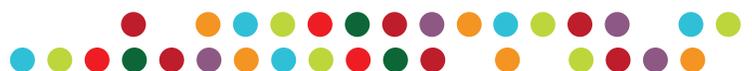
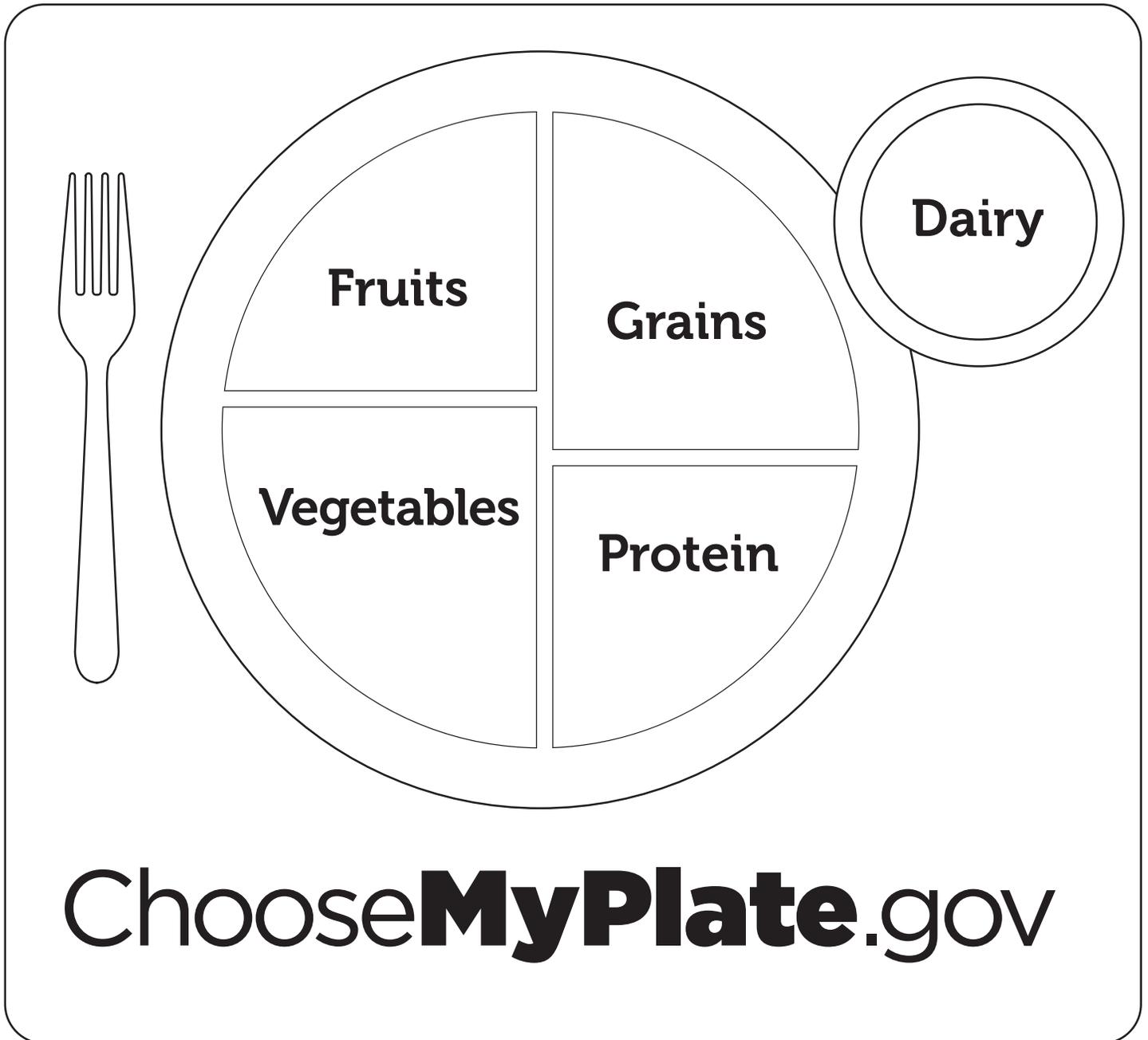
Sweet Potatoes

Potatoes

Dry Onions



Walk-in Refrigerator



At School.
At Home. Eating Out.

Make Half Your Plate Fruits & Vegetables

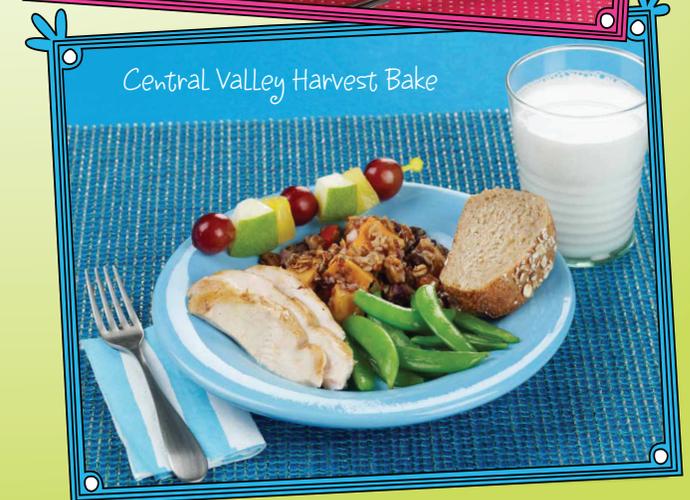
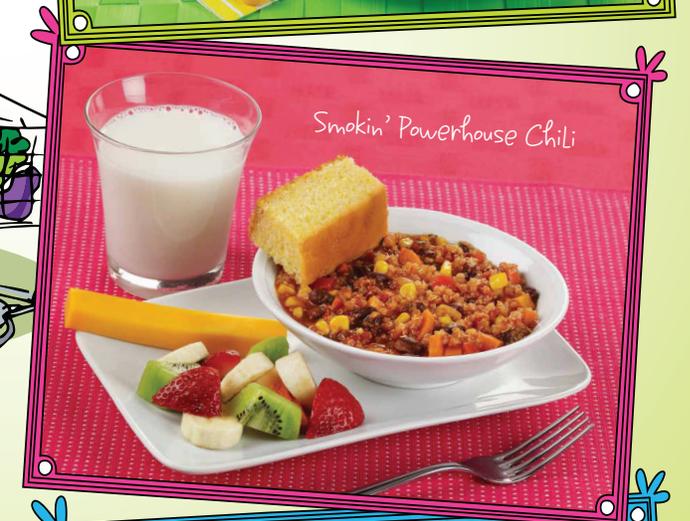


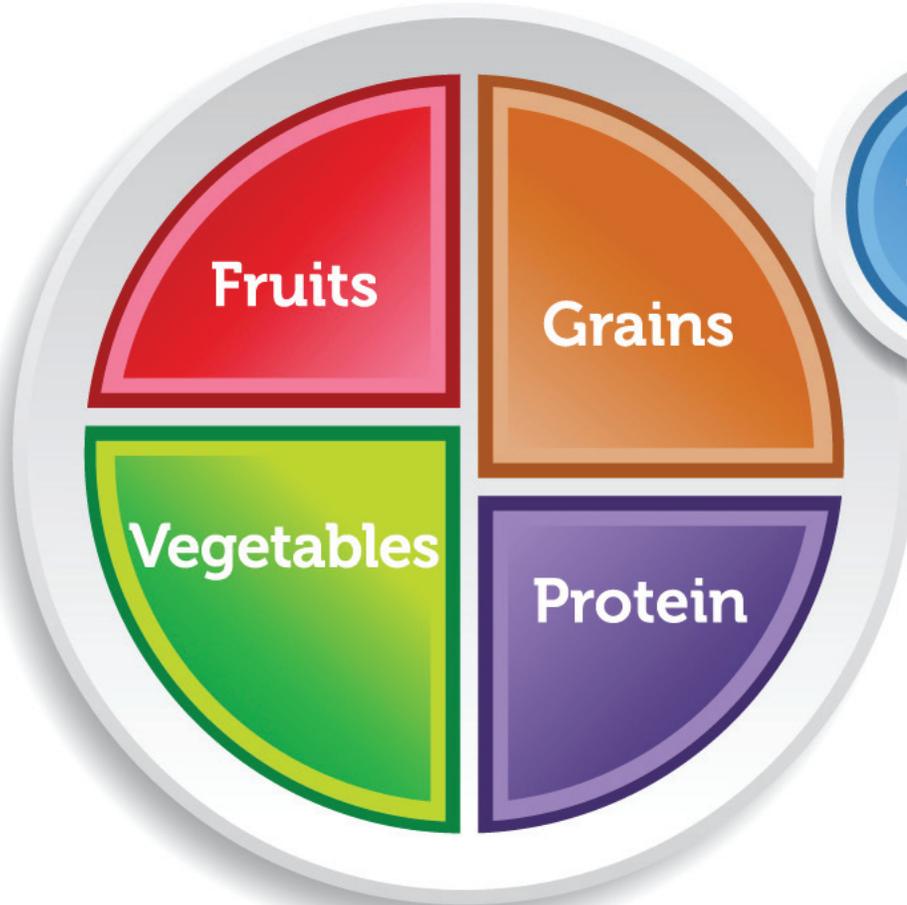
Find these recipes
and more ideas at
ChooseMyPlate.gov



TeamNutrition.USDA.gov

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Center for Nutrition Policy and Promotion • CNPP-27
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MAKE A RAINBOW

at the SALAD BAR

RED

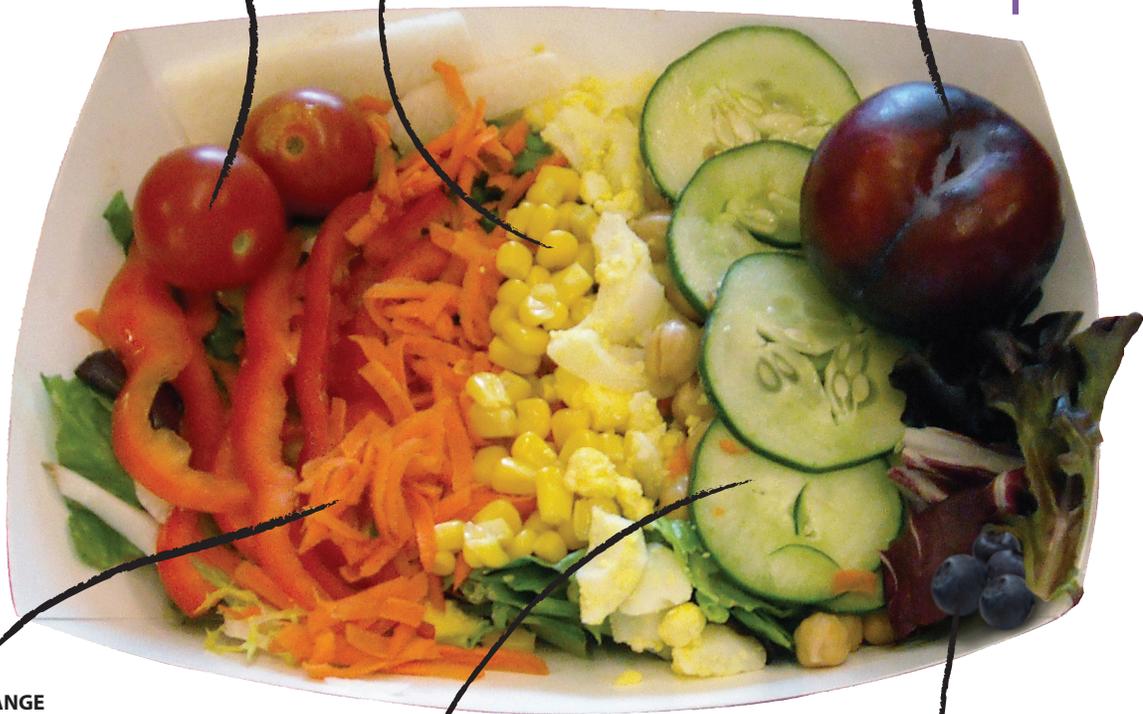
Lycopene and anthocyanins!
The delicious variety of red fruits and veggies can prevent cancer and help keep you from getting sick.

YELLOW

Eat yellow for antioxidants and an abundance of Vitamin C. Eating yellow also helps to maintain healthy skin and strengthens bones and teeth.

PURPLE

Purple colored fruits and veggies can help reduce your risk of getting a number of life-threatening diseases.



ORANGE

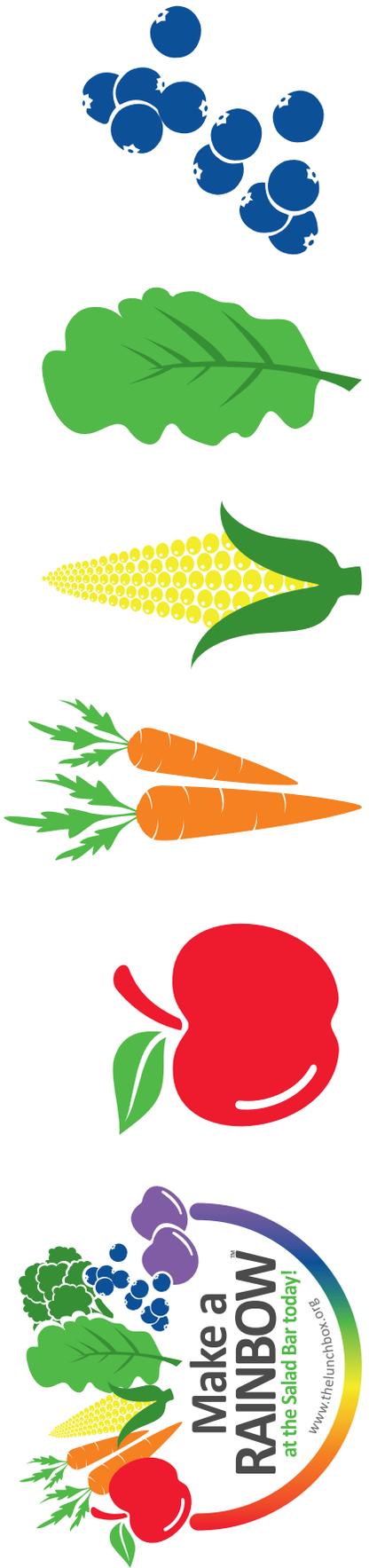
Lots of antioxidants!
Vitamin C and beta carotene (vitamin A) galore. Fight off those colds and help out your eyes.

GREEN

So many veggies are green!
Lots to choose from and lots of nutrients to gain. Eat **dark** leafy greens for your heart and eat broccoli and zucchini for reducing your chance of getting cancer.

BLUE

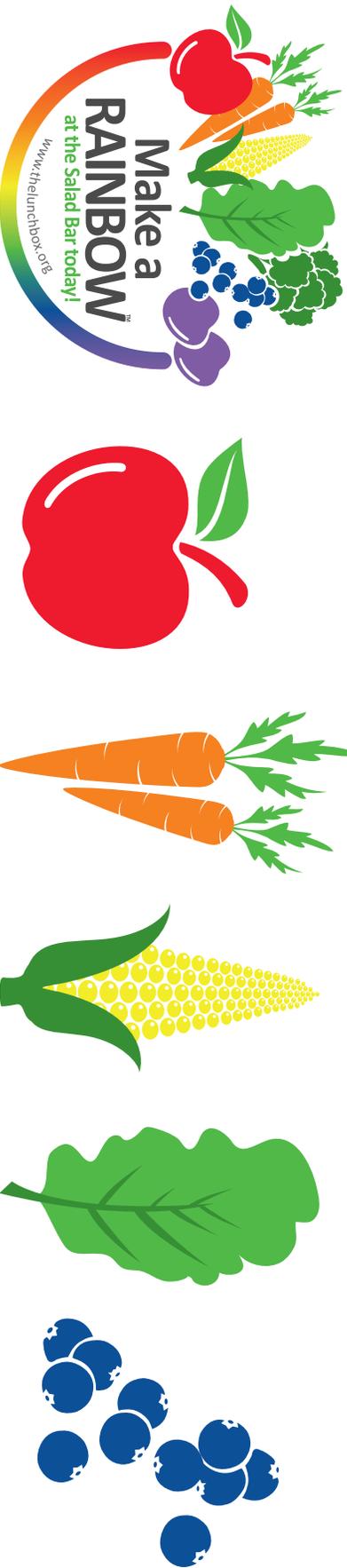
Blueberries. The magical fruit that helps improve your memory and aid in brain function.



LETUCE + 5

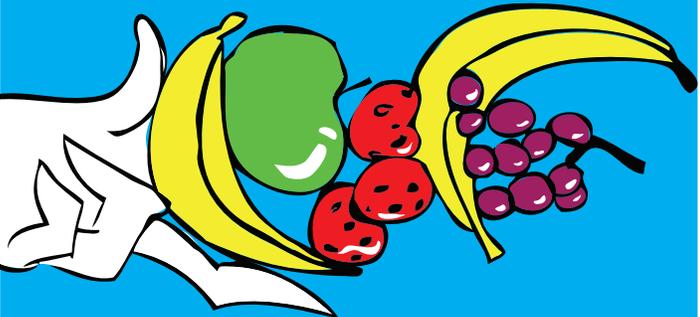


LETUCE + 5



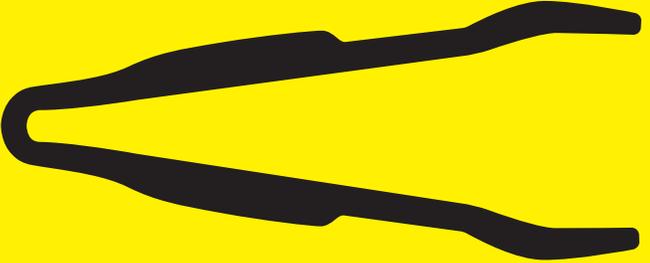


Take What You **WANT**.
Eat What You **TAKE**!

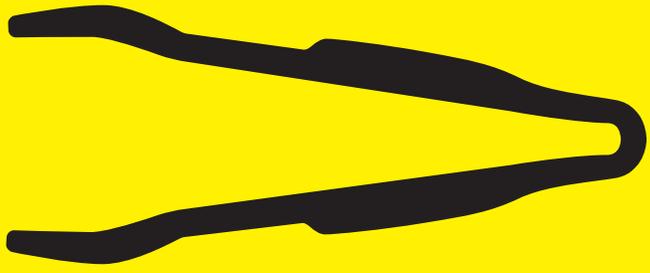


Take What You **WANT**.
Eat What You **TAKE**!





Please use
UTENSILS
and not your hands



Please use
UTENSILS
and not your hands



All materials available on our website...

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