



**EAT SMART.
WORK SMART.**

The Choice is Yours.

WHY ADOPT FOOD STANDARDS?

San Antonio has some of the highest rates of chronic diseases like type 2 diabetes, cancer, and heart disease compared to other cities in Texas and across the United States. These diseases are often preventable through behaviors such as eating a nutritious diet. When employees are offered healthier foods in their workplaces, they are more likely to make positive choices for their health. Cities are in a unique position to leverage local purchasing power to create healthier communities by making healthy food available through food procurement policies.

San Antonio has earned a Gold medal through CityHealth for Healthy Food Procurement, which recognizes cities that implement policies that make sure healthy food options are available on public property. San Antonio is now one of the 9 cities in the US to earn the highest rating through CityHealth for healthy food procurement policies. We are proud to join forces with cities across the country who are giving employees and residents new choices in City-owned and controlled spaces, aiding them in making smart decisions that will help them achieve and maintain their health.

With more than 12,000 City employees, the City's new food purchasing guidelines can help encourage the adoption of healthy eating behaviors among employees and others who are visiting City sites and attending events. By adopting a healthy food and beverage procurement policy that addresses these issues, we can become a role model for other organizations and the catalyst for a healthier San Antonio.

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WHO IS AFFECTED BY THE STANDARDS?

- Temporary Employees
- Full-Time Employees
- Volunteers
- Part-Time Employees
- Grant-Funded Employees
- Paid and Unpaid Interns
- Police and Fire Academy Trainees
- Uniformed Employees Under Collective Bargaining Agreements



EXCLUSIONS:

Prepared food and beverages served at facilities and programs funded through federal funding that have nutrition standards already in place, City funded afterschool programming, summer and holiday recreation programming, senior meals program, Head Start, Pre-K 4 SA, and Meals on Wheels.

Food and beverages served in restaurants or concessions on City-owned but leased property such as the airport, Alamodome, Convention Center, La Villita, Market Square and Little League Fields.

Special events that require a permit such as Fiesta, parades or festivals.

Food items purchased by individual staff members for celebrations with personal funds that will not be reimbursed by the City.

United Way fundraisers

Emergency situations/disaster response/shelters

Donated food

HOW TO USE THIS GUIDE

This guide was developed to help assist COSA employees in purchasing foods and beverages using City funds. The information provided in this guide will help you better understand and apply the Healthy Food and Beverage Procurement Policy and City of San Antonio Food Service Guidelines. The guide includes sample breakfast, lunch, and snack menus from varying cuisines, FAQ's, a helpful Checklist for Ordering Meals, as well as some cost-saving tips.

Find information and tips on these topics in this guide.



Packaged Snacks



Prepared Foods/Snacks



Beverages

Vending and Concessions guidelines can be found at:
www.sanantonio.gov/healthyprocurement

PACKAGED SNACKS

GOSA GUIDELINES: 100% OF ALL PACKAGED SNACKS PURCHASED WITH CITY FUNDS FOR MEETINGS, EVENTS AND WORKSPACES MUST MEET THE FOOD SERVICE GUIDELINES.

NUTRIENT STANDARD	REQUIRED	RECOMMENDED
Calories	Must not exceed 200 calories per package or serving.	-
Saturated Fat	No more than 2g of saturated fat per package or serving.	
Trans Fat	-	No trans-fat or foods with hydrogenated oils.
Sodium	Must not exceed more than 230mg per package or serving.	-
Fiber	-	Recommend at least 2g of fiber.
Total Sugar	If added sugar is not clearly labeled, refer to no more than 18g of total sugar.	
Added Sugar	No more than 6g of added sugar per package or serving.	

No fried foods!

Nuts, seeds, cheeses and yogurts are exempt from fat and sugar criteria but must be less than 200 calories per package or serving.





HERE'S WHAT TO LOOK FOR
WHEN VIEWING THE
NUTRITION FACTS LABEL.



EXAMPLE OF NUTRITION FACTS

Nutrition Facts	
Serving Size 1oz. (28g / about ¼ cup)	
Amount Per Serving	
Calories	190
% Daily Value*	
Total Fat 18g	23%
Saturated Fat 1.5g	8%
Trans Fat 0g	
Polyunsaturated Fat 13g	
Monounsaturated Fat 2.5g	
Cholesterol 0mg	0%
Sodium 0mg	0%
Total Carbohydrate 4g	1%
Dietary Fiber 2g	7%
Total Sugars 1g	
Incl. 0g Added Sugars	0%
Protein 4g	
Vitamin D 0mcg	0%
Calcium 30mg	2%
Iron 0.8mg	4%
Potassium 130mg	2%
*The % Daily Value (DV) tells you how much a nutrient in a serving of food contributes to a daily diet. 2,000 calories a day is used for general nutrition advice.	

SERVING SIZE: When purchasing individual snacks, refer to the nutrition criteria “per container or package” to meet the guidelines. For larger snack bag or containers, refer to the “per serving” nutrition criteria to meet the guidelines.

CALORIES: Must be 200 calories or less

SATURATED FAT: Must be 2 grams or less

SODIUM: Must be 230 milligrams or less

SUGAR: First, check to see if there is no more than 6 grams of added sugar. If added sugar is not listed, total sugars must be less than 18 grams.

Need ideas for snacks that meet these guidelines?
Check out our tip sheets at www.sanantonio.gov/healthyprocurement

PREPARED FOODS



COSA GUIDELINES:

- If beverages are served, water must be made available and accessible to all individuals. Other beverages served must meet beverage guidelines on page 12.
- Vegetarian or vegan options must be offered.
- Food and meal items must meet the following guidelines:
 - No fried items.
 - Fruits and/or vegetables must be provided when prepared food is served.
 - Offer or choose whole grains when available.



EXAMPLE





OVERVIEW OF GUIDELINES

NUTRIENT/FOOD PRODUCT	REQUIRED	HEALTHY TIPS
Calories	No calorie limit.	Focus on food groups. A balanced meal with lean protein, vegetables, whole grains and fruits will help ensure you are receiving proper nutrients.
Trans Fat	-	Trans fats are typically found in processed foods, baked goods and fried items. By avoiding these fats, you can keep your heart healthy.
Fried Food	No fried or pre-fried products.	Choose baked, grilled, roasted or steamed foods.
Sodium	-	Foods high in salt or sodium can be found in processed meats, sauces or condiments.
Fruits and/or Vegetables	Must be available anytime prepared food is being offered.	Choose fruits and vegetables that are in season for optimal freshness and taste. It also benefits local farmers and the environment.
Whole grains	Offer or choose when available.	Including whole grains with your meals or snacks will help keep hunger controlled.
Condiments and sauces	-	Choose condiments lower in sodium and sugar.
Desserts	No fried items.	Choose smaller portion such as mini cupcake or small cookies.

PREPARED FOODS



SAMPLE MENU SUGGESTIONS

Breakfast

BEVERAGES

- Water
- Plain coffee
- Unsweetened tea
- 100% juice
- Unsweetened milk or milk alternative

ENTREES

- Oatmeal topped with fruit
- Fruit parfait with plain yogurt
- Egg sandwiches on whole wheat bagels or wraps

SIDE DISHES

- Assorted fruit
- Mini whole wheat bagels with nut butters or light cream cheese

Lunch

BEVERAGES

- Water
- Plain coffee
- Unsweetened tea

ENTREES

- Whole-wheat turkey or vegetable wraps
- Grilled or baked protein (beef, chicken, fish)

SIDE DISHES/DESSERTS

- Assorted fruit
- Mini oatmeal cookies





TIPS FOR DIFFERENT GUISINES

These simple tips are listed to help you meet the food and beverage guidelines. Vegetarian options vary by the vendors so it's important to double check when ordering your meals.

	CRITERIA	ORDER THESE OPTIONS:
DELI	Entrée sections	<ul style="list-style-type: none"> • Mediterranean turkey wraps • Vegetarian option: Spinach and veggie pinwheels
	Vegetables/fruit	<ul style="list-style-type: none"> • Pile on the veggies. • Order fruit or side salad instead of chips.
	Whole grain	<ul style="list-style-type: none"> • Swap out white bread and wraps for whole grain options.

OTHER HEALTHY TIPS

- 1 Order half-cut sandwiches.
- 2 Go light on the dressings. Instead of creamy spreads, choose hummus or avocados to add some healthy fats to your sandwiches or wraps.

	CRITERIA	ORDER THESE OPTIONS:
ITALIAN	Entrée sections	<ul style="list-style-type: none"> • Grilled, baked or sautéed chicken or fish. • Vegetarian options: Baked eggplant
	Vegetables/fruit	<ul style="list-style-type: none"> • Try baked or sautéed vegetables as a side
	Whole grain	<ul style="list-style-type: none"> • If available, choose whole wheat pasta, breads or whole wheat pizza crust.

OTHER HEALTHY TIPS

- 1 Order half-sandwiches or paninis.
- 2 Choose tomato-based sauces over creamy alfredo sauces.

PREPARED FOODS



TIPS FOR DIFFERENT CUISINES

CONTINUED . . .

MEXICAN/TEX-MEX

CRITERIA

ORDER THESE OPTIONS:

Entrée sections

- Chicken or beef fajitas
- Vegetarian options: Vegetable fajitas

Vegetables/fruit

- Choose roasted vegetables or calabacita (squash).

Whole grain

- Choose soft corn tortillas instead of flour or ask if whole wheat tortillas are available.

OTHER HEALTHY TIPS

- 1 Limit one taco per person with options for sides.
- 2 Avoid dishes with heavy sauce and cheese.

MEDITERRANEAN

CRITERIA

ORDER THESE OPTIONS:

Entrée sections

- Grilled chicken or sirloin kebabs
- Vegetarian options: Vegetable kebabs

Vegetables/fruit

- Sliced carrots or cucumbers with hummus
- Tomato cucumber salad
- Ask for fresh fruit as side.

Whole grain

- Whole wheat pita breads or brown rice

OTHER HEALTHY TIPS

- 1 Kebabs are a great way to keep portions controlled.
- 2 Explore new flavors. Try Greek vinaigrette, Tahini, or Tazatziki for sauces.



**TIPS FOR
DIFFERENT
CUISINES**

CONTINUED . . .

	ORDER THESE OPTIONS:
BARBEQUE Entrée sections	<ul style="list-style-type: none"> ● Chicken breast or lean beef ● Vegetarian option: Baked potato with salad
Vegetables/fruit	<ul style="list-style-type: none"> ● Side salad, green beans, coleslaw
Whole grain	<ul style="list-style-type: none"> ● Whole grain breads or rolls



OTHER HEALTHY TIPS 👍

- 1 Order single meat plates.
- 2 Skip “processed” meats like sausage.

SAMPLE PREPARED SNACKS



**FRESH VEGETABLES
WITH DIP**



**SHRIMP COCKTAIL TRAY
DELI TRAY
CHEESE/WHOLE GRAIN CRACKERS**



**FRUIT TRAY
YOGURT WITH FRUIT**



BEVERAGES



GOSA GUIDELINES:
100% OF BEVERAGES
SHOULD MEET THE FOLLOWING:



PLAIN OR CARBONATED

- Plain or carbonated water (zero calorie, zero sugar)



DIET SODA

- Soda must be a diet beverage



UN-SWEET TEA

- Low or calorie free carbonated beverages

- Low or calorie free non-carbonated beverages, such as tea



100% FRUIT JUICE

- 100% juice with no added sugar



MILK 1%

- Plain coffee includes caffeinated and decaffeinated

Low calorie is defined as 40 calories per serving or less.



F.A.Q.

Q1:

Are events funded by grant funds or self-generated dollars subject to the AD?

A1: All City funds, regardless of source, have to follow the AD.

Q2:

Are large City-funded events that require permits subject to the AD?

A2: Events that require a permit are considered special events by the AD and are exempt.

Q3:

Some Directors have a budget set aside to take out special guests to a dinner not on City property. Is this subject to the AD?

A3: These are City funds but not on City property, so therefore are exempt.

Q4:

Can I purchase breakfast tacos?

A4: Yes, as long as there are no fried items in the tacos. Some options for tacos can be: bean and cheese if beans are not fried, egg only, ham and egg, nopalitos and egg, or chorizo and egg. Whole grain flour tortillas are encouraged, but not required.

Q5:

Are there any restrictions on condiments?

A5: No, there are no guidelines in place for condiments.

Q6:

Can I still purchase desserts like cookies, cupcakes and cake?

A6: Yes, desserts are allowed as long as they are not fried which can be applied to some pastries like doughnuts. If you have a dessert only celebration with staff, please keep in mind a fruit and/or vegetable must also be available (such as fruit cups or a fruit bowl).

Q7:

Can I order pizza for my staff? Does a vegetable pizza count as the serving of vegetable served?

A7: Yes, you can order pizza. Whole grain crust is encouraged if available. A fruit and/or vegetable should be offered if food is being served. A vegetable pizza is a nice option, but does not qualify as the fruit or vegetable offered. An appropriate fruit or vegetable side could be a fruit bowl or fruit cups, or a side salad.

Q8:

I take orders for my team for work lunchtime meetings, and provide a restaurant menu for them to select their meal from. Do I have to make sure they order an item that fits the guidelines?

A8: All food purchased with City-funds on City-owned property must meet the guidelines. Therefore, it is best practice to offer staff a menu of items that meet the guidelines.

Q9:

Juice has sugar. Can I still purchase juice for meetings or events?

A9: Yes, only 100% juice is allowed, not concentrated juice drinks.

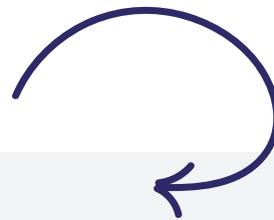
CHECKLIST FOR ORDERING MEALS

Use this checklist as a tool for following the Healthy Food and Beverage Procurement Administrative Directive 11.1 and the City of San Antonio Food Service Guidelines.

You are following the COSA Food Service Guidelines if all the answers in the unshaded boxes below are “Yes” or “N/A.”



DOES YOUR ORDER MEET THE GUIDELINES?



● Beverages

- Will water be available? Yes No N/A
- If other beverages are ordered, will they be calorie free or low calorie (40 calories or less per serving) Yes No N/A
- If milk or milk substitutes are ordered, will they be unsweetened? Yes No N/A
- If juice is ordered, is it 100% juice? Yes No N/A

● Fruits and Vegetables

- Are fruits and/or vegetables ordered? Yes No N/A

● Entrees, Sides, & Snacks

- Have you removed fried foods from your order (chips, pastries, fries, etc.)? Yes No N/A
- If grains are available, are you ordering whole grains? Yes No N/A
- If serving an entrée, is it bake grilled, roasted, broiled, steamed, poached or stir-fried? Yes No N/A
- If serving side item(s), do at least two meet the following cooking technique: baking, roasting, broiling, grilling, poaching, steaming or stir-frying? Yes No N/A
- If packaged snacks are ordered, do they meet the nutrition criteria specified in Section I. of the Food Service Guidelines? Yes No N/A
- Did you include a vegetarian or vegan option? Yes No N/A

COST-SAVING TIPS



- **Keep it simple.** Offering too many options will add up.
- **Pay close attention to the serving size of meal items so you don't end up with too many leftovers.**
- **Provide whole fruit options instead of ordering fruit trays.**
- **Make your own fruit or vegetable platters instead of ordering pre-made platters.**
- **If you have recurring lunch meetings in which food is being purchased with City funds, take note to see what people are choosing to eat versus leaving on their plate.**
- **Save desserts for special occasions only.**

PACKAGED SNACKS

- Buy in bulk and keep track of your inventory.
- Narrow down to two options. For example, choose a pack of trail mix and a granola bar.

BEVERAGES

- Serve only water.
- Invest in water pitchers that you can wash and reuse.
- For meetings, encourage staff to bring their own reusable beverage containers. This will not only save money but will also support environmentally-friendly initiatives.



SIMPLE WATER INFUSION

- Slice fresh fruit and/or vegetables or purchase frozen bag of fruit. Place in empty pitcher or container.
- Optional: Spice it up with herbs like mint, basil or thyme.
- Fill with water and let sit for at least 30 minutes. Enjoy!



WWW.SANANTONIO.GOV/HEALTHYPROCUREMENT