

# Vending Environment Scanning Tool

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Use this tool to help give you an overview of vending in your setting. Work through these questions on your own or with your team.

Date:

Members present:

- How many vending machines are onsite? Who owns them? What type of products can they offer (e.g. refrigerated)?
- Who stocks the vending machine(s)?
- How often is/are the vending machine(s) stocked?
- Who makes decisions about what products are stocked, where the products are placed in the machines, and what prices to charge?
- Is there a vending contract in place? When does it expire? Does it include language about healthier product requirements?
- Who receives the profits? How are the profits used?
- Who are the main vending machine users? How could we promote healthier vending to these users?

## How to use the scanning tool

This tool can be used to show which areas you are doing well (higher scores) and which areas need some work (lower scores). It can help with planning and evaluation if you use this tool again later to see where improvements have been made.

Adding the total score is optional. Each column is worth the value of the number it represents. The total possible score is 40 points. Compare your total score as you reassess over time to see how things have changed.

For the purposes of this assessment tool, healthier foods/drinks are defined as “Sell More” and “Sell Less (and Smaller Portions)” of foods/drinks according to the [Healthier Vending and Snacks](#) resource.

Below is an example of how this tool can be used:

- Your site has just formed an action team and has committed to offer healthier choices in vending. Nothing has been developed yet.

Your site would be a number 2 – On the Road.

Area	Indicate the column that best reflects where you are currently			
	4 – It’s Working!	3 – Getting Closer	2 – On the Road	1 – Just Started
<b>Policies and Procedures</b>  Are there nutrition policies or guidelines in place to support healthier eating in your setting? (e.g., healthy eating or healthy vending policy)	Policies and guidelines <b>have been put into place</b> to support healthy eating in our site/setting.	Policies and/or guidelines <b>are being developed</b> to support healthy eating in our site/setting.	There is <b>informal support</b> for healthy eating, but it has <b>not yet been addressed in a formal way.</b>	We <b>have just begun to raise awareness</b> of the importance of developing guidelines to support healthy eating at our site.



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<p><b>Support from Leaders</b></p> <p>Do leaders support and model healthy food choices?</p>	Leaders <b>actively promote</b> healthy eating habits and choices through consistent modeling.	Leaders <b>support</b> healthy eating habits and choices.	Leaders offer <b>some</b> support for healthy eating habits and choices, but on an inconsistent basis.	We are <b>just starting to engage</b> leaders to support healthy eating habits and choices.
<p><b>Other Food Onsite</b></p> <p>Are healthy vending type products available from other food operators onsite? (e.g. canteens, kiosks, cafeterias, etc.)</p>	<b>Most (at least 80%)</b> of the foods/drinks available are Sell More or appropriate portions of the Sell Smaller Portions items in the Healthier Vending and Snacks guide.	<b>At least half</b> of the foods/drinks available are Sell More or appropriate portions of the Sell Smaller Portions items in the Healthier Vending and Snacks guide.	<b>Some</b> healthy foods/drinks are available, but many of the foods/drinks offered are either Not Recommended or are larger portion sizes of items in the Sell Smaller Portions list in the Healthier Vending and Snacks guide.	<b>Few</b> of the foods/drinks for sale are healthy. Most are either Not Recommended or are larger portion sizes of items in the Sell Smaller Portions list in the Healthier Vending and Snacks guide.
<p><b>Customer Feedback</b></p> <p>Are customers asked for feedback on products offered in vending?</p>	Customers are <b>often</b> asked for feedback on existing and new products offered in vending through a <b>standard process (e.g., survey)</b> .	Customers are <b>often</b> asked for feedback on existing and new products offered in vending, but they are informally asked	Customers are <b>sometimes</b> asked for feedback on existing and new products offered in vending.	We are <b>just starting to</b> find ways to get customer feedback.

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<p><b>Current Vending Inventory</b></p> <p>Are there healthier choices available in our vending machine?</p>	<p><b>Most (at least 80%)</b> of the foods/drinks available are Sell More or appropriate portions of the Sell Smaller Portions items in the Healthier Vending and Snacks guide.</p>	<p><b>At least half</b> of the foods/drinks available are Sell More or appropriate portions of the Sell Smaller Portions items in the Healthier Vending and Snacks guide.</p>	<p><b>Some</b> healthier foods/drinks are available, but many of the foods/drinks offered are either Not Recommended or are larger portion sizes of items in the Sell Smaller Portions list in the Healthier Vending and Snacks guide.</p>	<p>We are <b>just beginning to review</b> the foods/drinks available in our vending machine. Most are either Not Recommended or are larger portion sizes of items in the Sell Smaller Portions list in the Healthier Vending and Snacks guide.</p>
<p><b>Placement</b></p> <p>Are healthier choices positioned prominently at eye level?</p>	<p><b>All</b> of the most popular and eye level slots are filled with healthier choices.</p>	<p>Healthier choices fill <b>nearly all</b> of the most popular and eye level slots.</p>	<p>Healthier choices fill <b>some</b> of the most popular and eye level slots.</p>	<p><b>No healthier choices</b> fill the most popular and eye level slots.</p>
<p><b>Pricing of Healthier Choices</b></p> <p>Are healthier choices less expensive or the same price as other options in vending machines?</p>	<p>Healthier choices are <b>always</b> less expensive.</p>	<p>Healthier choices are <b>usually</b> less expensive.</p>	<p>Healthier choices are the <b>same</b> price as other options.</p>	<p>Healthier choices are <b>more</b> expensive than other options.</p>

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<p><b>Promotion and Marketing</b></p> <p>Are healthier food and beverage choices promoted through graphics on vending machines, signs, posters, or special promotions?</p>	<p><b>All</b> graphics, signs and posters on vending machines promote healthier choices.</p>	<p><b>Most</b> graphics, signs and posters on vending machines promote healthier choices.</p>	<p><b>Some</b> graphics, signs and posters on vending machines promote healthier choices.</p>	<p>Graphics, signs, and posters on vending machines promote do not promote healthier choices.</p>
<p><b>Vendor Readiness</b></p> <p>Is your vendor offering healthier options when available? Are they already offering healthier vending programs elsewhere?</p>	<p>Vendor already <b>offers</b> healthy vending options that <b>align with the Healthier Vending and Snacks</b> guide at other sites.</p>	<p>Vendor <b>offers healthier</b> vending options elsewhere, but <b>not aligned Healthier Vending and Snacks</b> guide.</p>	<p>Vendor has <b>some</b> healthier options available, but variety is limited.</p>	<p>Vendor has <b>very limited</b> healthier options available.</p>

## Results summary

### Goals/ Actions

### Comments