

NEMS-V Directions

Vending Location Cover Page Directions

Please complete only one cover page per business. The Vending Machine Cover page is the summary of all vending machines available in one business. Many of the questions need to be answered by a person-in-charge at the business. Fill in information above the solid line before completing the survey. The date is the day the information is collected. Your e-mail address will be used for you to access information on the website and compare with previous visits. The address will not be shared with other organizations.

1. **Number of vending machines:** Total of all vending machines in the building even if they are in different locations within the building.
2. **Vending machine sole source of food in business:** Are there any sources of food such as a cafeteria?
3. **Number of employees:** Total number of employees including those that are part-time.
4. **Site location:** Type of business
5. **Food sources outside of business:** Type of food businesses near this business and the distance to the business.
6. **Type of machines:** Indicate the types of machines available and the number of each type. Include all types of machines at this business. Total number of machines should match the answer in question 1.
7. **Stocking machines:** Who is responsible for determining machine items?
8. **Access to profits:** Who receives profits/revenues from this vending machine?
9. **Population:** Approximate population size of the community in which the site is located.

Individual Vending Machine Cover Page Questions (Page 1)

You will complete this form for each vending machine you evaluate. Staple this form to the front of the food recording form for this same vending machine. Fill in information above the solid line before completing the survey. The date is the day the information is collected. If there is more than one machine in location, assign each machine a number. Your e-mail address will be used for you to access information on the website and compare with previous visits. The address will not be shared with other organizations.

1. **Machine presently working:** Is food accessible?
2. **Hours available:** For this specific vending machine, when can people access it? Remember that not all machines may be accessible at all times.
3. **Type of Machine:** What type of food is sold in this machine?
4. **Who can use machine:** Mark all that apply.
5. **Cleanliness:** Is the machine kept tidy?
6. **Location in Building:** For this one machine.
7. **Advertising of healthy or non-healthy food items:** Any signs, small or large to promote healthy choices. Using color coding criteria to determine if the promotion is green, yellow or red. Please add notes about the advertizing including the product name in the space provided.
8. **After Survey:** Indicate the number of slots that are green, yellow or red.
9. **Award Level:** Will be automatically calculated when information is entered on-line.

Individual Vending Machine Graphic - Page 2

You will complete this form for each vending machine you evaluate.

1. Place an "X" in the slots that do not have products and an "E" in slots that are empty because of sellouts. Place a "G/M" in the slots filled with gum or mints.
2. Number the slots that do not have an "X". Start moving left to right, then proceed down the rows. Each slot will have one number assigned (including slots marked "E" or "G/M" for gum or mints).
3. Complete the recording sheet information as directed below.
4. Please staple this form to the Individual Vending Machine Cover Page (Page 1).
5. Using the information gathered from the recording sheet, mark the corresponding slot on the vending machine picture with a green, yellow, or red marker. This will give a snapshot of the availability of healthy food choices.

Food and Beverage Recording Page Directions

You will complete this form for each vending machine you evaluate. It is likely you will complete more than one page for each individual machine. Please continue numbering on the additional pages to correspond with the assigned numbers on the vending machine graphic.

1. **Slot Number:** These numbers correspond to the individual vending machine graphic.
2. **Item:** Name of the food item in the corresponding slot
3. **Package Size:** The size of the package in this slot in ounces or grams. You do not need to buy the package. If you cannot see the size, write "not visible" in the comments section.
4. **Price:** Cost of the food product
5. **Category:** Check the category this food would fit in using the chart on the recording sheet. Check just one.
6. **Color code:** Check the color you have marked on the picture of the vending machine.
 - Mark any food/beverage items with a "?" that do NOT clearly fall into green, yellow, or red categories and not listed on the Food References Sheet.
 - If you have laptop capabilities, complete an internet search for the product nutrition label and enter the nutrition information into the Healthy Choices Calculator on the NEMS-V web site. Complete color coding on the questionable food/beverage items.
7. **Comments:** Notes you find necessary for evaluation.



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