Form Approved

OMB No. 0920-XXXX

Exp. Date XX/XX/20XX

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Thank you for participating in this survey of partners in the Sodium Reduction in Communities Program (SRCP). The purpose of this survey is to gain a greater understanding of the costs that partners bear as a result of your sodium reduction efforts. SRCP partners are critical to the success of the program and contribute significant resources to program activities. With this survey we are seeking to understand the resources and effort you have contributed to SRCP. All your responses will be kept confidential and will only be reported in aggregate analysis of all surveys. We greatly appreciate your input.

**Does your organization contract with a vendor to provide cafeteria and/or vending services?**

If yes, the following questions may be best answered by the contractor. Please let us know if you would like us to contact them directly.

1. **Organizational Food Service Characteristics** 
   1. How many food service venues does your organization run (food service venues can include cafeterias, cafés, markets, and vending)?

\_\_\_\_ venues

* 1. What is the square footage of the food service venues your organization runs that have been involved implementing sodium reduction strategies?

\_\_\_\_\_ square feet

* 1. How many people do you serve in your food service venues during an average week? Please refer to your weekly sales records if available.

\_\_\_\_ people

* 1. Haw many full and part-time employees do you employ in your food service operations?

\_\_\_\_ Full time Employees

\_\_\_\_ Part-time employees

* 1. How many months have you worked on sodium reduction efforts as part of SRCP?

\_\_\_\_\_ months

* 1. What fraction of total staff time would you estimate has been devoted to working on sodium reduction efforts for SRCP over that time?

\_\_\_\_\_%

1. **Nutrition Guidelines**
   1. Did your organization work on establishing nutrition guidelines that included sodium as part of your sodium reduction efforts?
      1. If yes, please fill out the table below for approximately how many staff hours were devoted to establishing nutrition guidelines that included sodium each month, how many months were spent by each staff member, whether these activities will be ongoing, and if so for how long and at what level of monthly hours.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Staff Type** | **Number of Staff** | **Average Monthly Hours per Staff Member** | **Number of Months** | **Will these Activities be Ongoing?** | **How long will these Activities Continue?** | **Will the number of monthly hours be the same or different in the future** |
| Nutritionist |  |  |  | \_ Yes  \_ No | \_\_\_ Months  Or  \_\_ Regular business operations | □ The same  □ Different: \_\_% of current hours |
| Food Service Manager |  |  |  | \_ Yes  \_ No | \_\_\_ Months  Or  \_\_ Regular business operations | □ The same  □ Different: \_\_% of current hours |
| Other:\_\_\_\_\_\_\_\_\_ |  |  |  | \_ Yes  \_ No | \_\_\_ Months  Or  \_\_ Regular business operations | □ The same  □ Different: \_\_% of current hours |
| Other:\_\_\_\_\_\_\_\_\_ |  |  |  | \_ Yes  \_ No | \_\_\_ Months  Or  \_\_ Regular business operations | □ The same  □ Different: \_\_% of current hours |
| Other:\_\_\_\_\_\_\_\_\_ |  |  |  | \_ Yes  \_ No | \_\_\_ Months  Or  \_\_ Regular business operations | □ The same  □ Different: \_\_% of current hours |

1. **Lower Sodium Food Product/Recipe Development or Modification**
   1. Did your organization work on nutritional analysis and recipe development as part of your sodium reduction efforts?
2. If yes, please fill out the table below for approximately how many staff hours were devoted to nutritional analysis and recipe development each month, how many months were spent by each staff member, whether these activities will be ongoing, and if so for how long and at what level of monthly hours.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Staff Type** | **Number of Staff** | **Average Monthly Hours per Staff Member** | **Number of Months** | **Will these Activities be Ongoing?** | **How long will these Activities Continue?** | **Will the number of monthly hours be the same or different in the future** |
| Nutritionist |  |  |  | \_ Yes  \_ No | \_\_\_ Months  Or  \_\_ Regular business operations | □ The same  □ Different: \_\_% of current hours |
| Chef |  |  |  | \_ Yes  \_ No | \_\_\_ Months  Or  \_\_ Regular business operations | □ The same  □ Different: \_\_% of current hours |
| Other:\_\_\_\_\_\_\_\_\_ |  |  |  | \_ Yes  \_ No | \_\_\_ Months  Or  \_\_ Regular business operations | □ The same  □ Different: \_\_% of current hours |
| Other:\_\_\_\_\_\_\_\_\_ |  |  |  | \_ Yes  \_ No | \_\_\_ Months  Or  \_\_ Regular business operations | □ The same  □ Different: \_\_% of current hours |
| Other:\_\_\_\_\_\_\_\_\_ |  |  |  | \_ Yes  \_ No | \_\_\_ Months  Or  \_\_ Regular business operations | □ The same  □ Different: \_\_% of current hours |

1. If yes, please fill out the table below for the approximate amount of expenditures each devoted to nutritional analysis and recipe development for each of the following categories

|  |  |
| --- | --- |
| **Expenditure Type** | **Expenditure Amount** |
| Nutrition Analysis Software |  |
| Test ingredients |  |
| Other: \_\_\_\_\_\_\_\_\_\_ |  |
| Other:\_\_\_\_\_\_\_\_\_ |  |
| Other:\_\_\_\_\_\_\_\_\_ |  |

* 1. Did your organization work on finding new lower sodium ingredients as part of your sodium reduction efforts (note this includes research efforts)?
     1. If yes, please fill out the table below for approximately how many staff hours were devoted to finding new lower sodium ingredients each month, how many months were spent by each staff member, whether these activities will be ongoing, and if so for how long and at what level of monthly hours.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Staff Type** | **Number of Staff** | **Average Monthly Hours per Staff Member** | **Number of Months** | **Will these Activities be Ongoing?** | **How long will these Activities Continue?** | **Will the number of monthly hours be the same or different in the future** |
| Nutritionist |  |  |  | \_ Yes  \_ No | \_\_\_ Months  Or  \_\_ Regular business operations | □ The same  □ Different: \_\_% of current hours |
| Food Service Manager |  |  |  | \_ Yes  \_ No | \_\_\_ Months  Or  \_\_ Regular business operations | □ The same  □ Different: \_\_% of current hours |
| Chef |  |  |  | \_ Yes  \_ No | \_\_\_ Months  Or  \_\_ Regular business operations | □ The same  □ Different: \_\_% of current hours |
| Other:\_\_\_\_\_\_\_\_\_ |  |  |  | \_ Yes  \_ No | \_\_\_ Months  Or  \_\_ Regular business operations | □ The same  □ Different: \_\_% of current hours |
| Other:\_\_\_\_\_\_\_\_\_ |  |  |  | \_ Yes  \_ No | \_\_\_ Months  Or  \_\_ Regular business operations | □ The same  □ Different: \_\_% of current hours |

* 1. Are there any other activities your organization engaged in related to developing new lower sodium offerings or altering existing offerings as part of your sodium reduction efforts?
     1. If yes, please provide a description of the activity

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Staff Type** | **Number of Staff** | **Average Monthly Hours per Staff Member** | **Number of Months** | **Will these Activities be Ongoing?** | **How long will these Activities Continue?** | **Will the number of monthly hours be the same or different in the future** |
| Nutritionist |  |  |  | \_ Yes  \_ No | \_\_\_ Months  Or  \_\_ Regular business operations | □ The same  □ Different: \_\_% of current hours |
| Chef |  |  |  | \_ Yes  \_ No | \_\_\_ Months  Or  \_\_ Regular business operations | □ The same  □ Different: \_\_% of current hours |
| Food Service Manager |  |  |  | \_ Yes  \_ No | \_\_\_ Months  Or  \_\_ Regular business operations | □ The same  □ Different: \_\_% of current hours |
| Other:\_\_\_\_\_\_\_\_\_ |  |  |  | \_ Yes  \_ No | \_\_\_ Months  Or  \_\_ Regular business operations | □ The same  □ Different: \_\_% of current hours |
| Other:\_\_\_\_\_\_\_\_\_ |  |  |  | \_ Yes  \_ No | \_\_\_ Months  Or  \_\_ Regular business operations | □ The same  □ Different: \_\_% of current hours |
| Other:\_\_\_\_\_\_\_\_\_ |  |  |  | \_ Yes  \_ No | \_\_\_ Months  Or  \_\_ Regular business operations | □ The same  □ Different: \_\_% of current hours |

* + 1. If yes, please fill out the table below for approximately how many staff hours were devoted to other activities for developing new lower sodium offerings or altering existing offerings each month, how many months were spent by each staff member, whether these activities will be ongoing, and if so for how long and at what level of monthly hours.
    2. If yes, please fill out the table below for the approximate amount of expenditures each devoted to other activities for developing new lower sodium offerings or altering existing offerings for each of the following categories

|  |  |
| --- | --- |
| **Expenditure Type** | **Expenditure Amount** |
| Nutrition Analysis Software |  |
| Test ingredients |  |
| New Kitchen Equipment |  |
| Other: \_\_\_\_\_\_\_\_\_\_ |  |
| Other:\_\_\_\_\_\_\_\_\_ |  |
| Other:\_\_\_\_\_\_\_\_\_ |  |

1. **Food Preparation**
   1. Did your organization hold trainings for new recipes or techniques as part of your sodium reduction efforts?
      1. If yes, please fill out the table below for approximately how many staff hours devoted to training (including staff attending the training) over the sodium reduction project, whether these activities will be ongoing, and if so for how long and at what level of monthly hours.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Staff Type** | **Number of Staff** | **Average Hours per Staff Member** | **Will these Activities be Ongoing?** | **How long will these Activities Continue?** | **Will the number of monthly hours be the same or different in the future** |
| Food Service Manager |  |  | \_ Yes  \_ No | \_\_\_ Months  Or  \_\_ Regular business operations | □ The same  □ Different: \_\_% of current hours |
| Food Service Staff |  |  | \_ Yes  \_ No | \_\_\_ Months  Or  \_\_ Regular business operations | □ The same  □ Different: \_\_% of current hours |
| Trainer |  |  | \_ Yes  \_ No | \_\_\_ Months  Or  \_\_ Regular business operations | □ The same  □ Different: \_\_% of current hours |
| Other: \_\_\_\_\_\_\_\_ |  |  | \_ Yes  \_ No | \_\_\_ Months  Or  \_\_ Regular business operations | □ The same  □ Different: \_\_% of current hours |
| Other: \_\_\_\_\_\_\_\_ |  |  | \_ Yes  \_ No | \_\_\_ Months  Or  \_\_ Regular business operations | □ The same  □ Different: \_\_% of current hours |

* + 1. If yes, please fill out the table below for the approximate amount of expenditures each devoted to training for each of the following categories

|  |  |
| --- | --- |
| **Expenditure Type** | **Expenditure Amount** |
| Training Materials |  |
| Ingredients (only for training) |  |
| Equipment |  |
| Other: \_\_\_\_\_\_\_\_\_\_ |  |
| Other:\_\_\_\_\_\_\_\_\_ |  |
| Other:\_\_\_\_\_\_\_\_\_ |  |

* 1. Do your staff have to spend additional time cooking for new product offerings as a result of implementing sodium reduction strategies?
     1. If yes, please fill out the table below for approximately how many staff hours are required for extra food preparation time each month?

|  |  |  |
| --- | --- | --- |
| **Staff Type** | **Number of Staff** | **Average Monthly Hours per Staff Member** |
| Food Service Manager |  |  |
| Food Service Staff |  |  |
| Other: \_\_\_\_\_\_\_\_ |  |  |
| Other:\_\_\_\_\_\_\_\_\_ |  |  |
| Other:\_\_\_\_\_\_\_\_\_ |  |  |

* 1. What was your average monthly cost of purchasing ingredients/food to be served **before** implementing sodium reduction strategies?

$\_\_\_\_\_\_\_\_

4. What is your average monthly cost of purchasing ingredients/food to be served **after** implementing sodium reduction strategies? \_\_\_\_\_\_\_\_ng sodium reduction strategies? fore implementing sodium reduction strategies?

$\_\_\_\_\_\_\_\_

1. **Healthy Food Promotion**
   1. Did your organization work on healthy food promotion as part of your sodium reduction efforts?
      1. If yes, please fill out the table below for approximately how many staff hours were devoted to healthy food promotion each month, how many months were spent by each staff member, whether these activities will be ongoing, and if so for how long and at what level of monthly hours.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Staff Type** | **Number of Staff** | **Average Monthly Hours per Staff Member** | **Number of Months** | **Will these Activities be Ongoing?** | **How long will these Activities Continue?** | **Will the number of monthly hours be the same or different in the future** |
| Nutritionist |  |  |  | \_ Yes  \_ No | \_\_\_ Months  Or  \_\_ Regular business operations | □ The same  □ Different: \_\_% of current hours |
| Food Service Manager |  |  |  | \_ Yes  \_ No | \_\_\_ Months  Or  \_\_ Regular business operations | □ The same  □ Different: \_\_% of current hours |
| Food Service Staff |  |  |  | \_ Yes  \_ No | \_\_\_ Months  Or  \_\_ Regular business operations | □ The same  □ Different: \_\_% of current hours |
| Other:\_\_\_\_\_\_\_\_\_ |  |  |  | \_ Yes  \_ No | \_\_\_ Months  Or  \_\_ Regular business operations | □ The same  □ Different: \_\_% of current hours |
| Other:\_\_\_\_\_\_\_\_\_ |  |  |  | \_ Yes  \_ No | \_\_\_ Months  Or  \_\_ Regular business operations | □ The same  □ Different: \_\_% of current hours |
| Other:\_\_\_\_\_\_\_\_\_ |  |  |  | \_ Yes  \_ No | \_\_\_ Months  Or  \_\_ Regular business operations | □ The same  □ Different: \_\_% of current hours |

1. If yes, please fill out the table below for the approximate amount of expenditures each devoted to healthy food promotion for each of the following categories, whether these expenditures will be ongoing, and if so for how long and at what level of monthly expenditures.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Expenditure Type** | **Expenditure Amount** | **Will these Expenditures be Ongoing?** | **How long will these Expenditures Continue?** | **Will monthly expenditures be the same or different in the future** |
| Signs and other displays |  | \_ Yes  \_ No | \_\_\_ Months  Or  \_\_ Regular business operations | □ The same  □ Different: \_\_% of current hours |
| Handouts |  | \_ Yes  \_ No | \_\_\_ Months  Or  \_\_ Regular business operations | □ The same  □ Different: \_\_% of current hours |
| Other: \_\_\_\_\_\_\_\_\_\_ |  | \_ Yes  \_ No | \_\_\_ Months  Or  \_\_ Regular business operations | □ The same  □ Different: \_\_% of current hours |
| Other:\_\_\_\_\_\_\_\_\_ |  | \_ Yes  \_ No | \_\_\_ Months  Or  \_\_ Regular business operations | □ The same  □ Different: \_\_% of current hours |
| Other:\_\_\_\_\_\_\_\_\_ |  | \_ Yes  \_ No | \_\_\_ Months  Or  \_\_ Regular business operations | □ The same  □ Different: \_\_% of current hours |

1. **Additional Meetings Time** 
   1. Did your organization hold meetings with staff and other stakeholders (additional to their time spent on activities from previous questions) as part of your sodium reduction efforts?
      1. If yes, please provide a brief description of the most common reasons for additional meetings (e.g. coordinating staff activities, informing stakeholders, etc.)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Staff Type** | **Number of Staff** | **Average Monthly Hours per Staff Member** | **Number of Months** | **Will these Activities be Ongoing?** | **How long will these Activities Continue?** | **Will the number of monthly hours be the same or different in the future** |
| Nutritionist |  |  |  | \_ Yes  \_ No | \_\_\_ Months  Or  \_\_ Regular business operations | □ The same  □ Different: \_\_% of current hours |
| Food Service Manager |  |  |  | \_ Yes  \_ No | \_\_\_ Months  Or  \_\_ Regular business operations | □ The same  □ Different: \_\_% of current hours |
| Food Service Staff |  |  |  | \_ Yes  \_ No | \_\_\_ Months  Or  \_\_ Regular business operations | □ The same  □ Different: \_\_% of current hours |
| Other:\_\_\_\_\_\_\_\_\_ |  |  |  | \_ Yes  \_ No | \_\_\_ Months  Or  \_\_ Regular business operations | □ The same  □ Different: \_\_% of current hours |
| Other:\_\_\_\_\_\_\_\_\_ |  |  |  | \_ Yes  \_ No | \_\_\_ Months  Or  \_\_ Regular business operations | □ The same  □ Different: \_\_% of current hours |
| Other:\_\_\_\_\_\_\_\_\_ |  |  |  | \_ Yes  \_ No | \_\_\_ Months  Or  \_\_ Regular business operations | □ The same  □ Different: \_\_% of current hours |

* + 1. If yes, please fill out the table below for approximately how many staff hours were devoted to holding meetings with staff and other stakeholders each month, how many months were spent by each staff member, whether these activities will be ongoing, and if so for how long and at what level of monthly hours.

1. **Other Activities**
   1. Are there any other activities where your organization has incurred labor or materials costs as a result of implementing sodium reduction strategies?
      1. If yes please describe this activity:
      2. If yes, please fill out the table below for approximately how many staff hours were devoted to this activity each month, how many months were spent by each staff member, whether these activities will be ongoing, and if so for how long and at what level of monthly hours.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Staff Type** | **Number of Staff** | **Average Monthly Hours per Staff Member** | **Number of Months** | **Will these Activities be Ongoing?** | **How long will these Activities Continue?** | **Will the number of monthly hours be the same or different in the future** |
| Nutritionist |  |  |  | \_ Yes  \_ No | \_\_\_ Months  Or  \_\_ Regular business operations | □ The same  □ Different: \_\_% of current hours |
| Food Service Manager |  |  |  | \_ Yes  \_ No | \_\_\_ Months  Or  \_\_ Regular business operations | □ The same  □ Different: \_\_% of current hours |
| Food Service Staff |  |  |  | \_ Yes  \_ No | \_\_\_ Months  Or  \_\_ Regular business operations | □ The same  □ Different: \_\_% of current hours |
| Chef |  |  |  | \_ Yes  \_ No | \_\_\_ Months  Or  \_\_ Regular business operations | □ The same  □ Different: \_\_% of current hours |
| Other:\_\_\_\_\_\_\_\_\_ |  |  |  | \_ Yes  \_ No | \_\_\_ Months  Or  \_\_ Regular business operations | □ The same  □ Different: \_\_% of current hours |
| Other:\_\_\_\_\_\_\_\_\_ |  |  |  | \_ Yes  \_ No | \_\_\_ Months  Or  \_\_ Regular business operations | □ The same  □ Different: \_\_% of current hours |

1. If yes, please fill out the table below for materials that were purchased to support this activity, the approximate amount of expenditures, whether the expenditure will be ongoing, and if so for how long and at what level of monthly expenditures.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Expenditure Type** | **Expenditure Amount** | **Will these Expenditures be Ongoing?** | **How long will these Expenditures Continue?** | **Will monthly expenditures be the same or different in the future** |
|  |  | \_ Yes  \_ No | \_\_\_ Months  Or  \_\_ Regular business operations | □ The same  □ Different: \_\_% of current hours |
|  |  | \_ Yes  \_ No | \_\_\_ Months  Or  \_\_ Regular business operations | □ The same  □ Different: \_\_% of current hours |
|  |  | \_ Yes  \_ No | \_\_\_ Months  Or  \_\_ Regular business operations | □ The same  □ Different: \_\_% of current hours |
|  |  | \_ Yes  \_ No | \_\_\_ Months  Or  \_\_ Regular business operations | □ The same  □ Different: \_\_% of current hours |

1. **Overall Revenue and Profit**

*Revenue*

* 1. What was your average monthly revenue from food sales **before** implementing sodium reduction strategies?

$\_\_\_\_\_\_\_

* 1. What is your average monthly revenue from food sales **after** implementing sodium reduction strategies?

$\_\_\_\_\_\_\_

*Profit*

* 1. What was your average monthly profit (i.e. revenue minus costs) from food sales **before** implementing sodium reduction strategies?

$\_\_\_\_\_\_\_

* 1. What is your average monthly profit (i.e. revenue minus costs) from food sales **after** implementing sodium reduction strategies?

$\_\_\_\_\_\_\_