

## Texas Nutrition Environment Assessment in Restaurants (TxNEA-R) Tool Instructions

At the top of each page, include the following information. The Project ID, Rater ID, and Survey Number are all 3-digit numbers provided by the project coordinator.

- Project ID: This identifies the survey as part of your project and is provided by the project coordinator.
- Rater ID: Put your assigned 3-digit Rater ID.
- Survey Number: Enter the 3-digit survey number assigned by the project coordinator. This identifies the survey with the corresponding food outlet.
- Date: Put the date you conducted the survey with the 2-digit month, 2-digit day, and 4-digit year

**\*\*If the store is not open, make a note of the store hours to return when the store is open. If the store is permanently closed, or you cannot return, add the first alternate at the bottom of the list to your route.**

**Time Start:** Put the time you began the survey immediately before you begin Section A. Choose AM or PM.

### A. OUTSIDE OF FOOD OUTLET

This section of the tool can be completed *before entering* the food outlet.

#### 1) Type of Food Service Outlet

Choose from one of the four main food outlet types (A-D) below or select (E) “other food outlet”. If the food outlet does not fit into any of these four categories, describe it in the blank provided. After you’ve selected one of the main types, choose from one of the subtypes (1-15), or select “other”, and fill in the blank. Definitions of the 4 main food outlet types are included in the glossary.

#### 2) Cuisine

- Determine which cuisine is served based on the name of the food outlet and the type of building. Double check your selection. If you are unsure, wait to determine the cuisine until after you have seen the menu. Choose the one cuisine that best describes the type of food outlet.
  - Select "Breakfast/Brunch" if at least half of the items served are breakfast foods and beverages.
  - Select “Deli/Café” if the menu is primarily, soups, salads, and sandwiches and baked goods, even if half of the items are baked goods.
- If the food outlet doesn’t fit in any cuisine category, list it under “other” and, describe the options served, if needed (e.g. “Indian,” or “serves fried wings, pizza, pasta, and Mexican food”).
- If more than one cuisine is served, select the box with the MOST menu options. (e.g. select Mexican/Tex-Mex if most of the cuisine served is Mexican or Tex-Mex, even if pizza or burgers are served).

#### 3) Days Open, Hours of Operation

- Mark each day that the food outlet is open (Mon-Sun) or select “Open 24 hours, 7 days/week”
- For each day the food outlet is open, write in the hours of operation (e.g. “11:00AM-05:00PM”). Factor in daily close times, if any. (e.g. If it’s closed 3:00PM-05:00PM, you can put “11:00AM-03:00PM” and “05:00PM- 09:00PM.” If not, type "NA" in the second blank.).
- Do not take into account holiday hours, if posted.

**4) Drive-up/Drive Through**

Check the perimeter of the building. Is there a drive through for taking to-go orders?

**5) Chain or Franchise\***

The business has multiple locations, and the branding and product selection seem to be standard across locations.

**6) Advertising and promotions (outside)**

- Check the perimeter of the building for signage and advertisements for food and beverages.
- For each of the categories checked, write down the number of advertisements you see.
- If one ad fits in multiple categories, include it in the count next to each category. (e.g. A burger with French fries, and a soda would count as one ad each for under “less healthy foods\*” and “sugar sweetened beverages\*”. A burger with a salad and bottled water would count as one ad each under “less healthy foods” “healthier foods\*,” “healthier beverages\* ”)

**B. INSIDE OF FOOD OUTLET**

Complete this section *after entering* the food outlet.

Ask to speak with the manager of the food outlet before you begin this section. You may present the letter explaining the project mission and introduce yourself informing them of the project goals and ask permission to conduct the assessment in their establishment. For example: “Hello, I’m (name). I’m volunteering on a project to learn about the kinds of foods people have available to them in (name of city). Do you mind if I stay here for a few minutes? I’ll be sure to stay out of the way.” Refer them to the letter if they have any questions.

**7) Number of indoor and outdoor seats**

Record the number of seats inside and outside the food outlet by walking around, if needed. Additionally, staff might know the capacity. If none, write 0.

**8) Buffet and Salad Bar**

- If the buffet has mainly hot items and some cold items, including entrees and sides, select “All-you-can-eat buffet”.
- If the buffet has mainly cold items and soup, select “free-standing salad bar.”

**9) Complimentary items**

- Observe the items that are on the tables and identify if any are automatically brought to the table without asking. Also include foods that are available for free to serve yourself, such as a salsa bar.
- If there are no patrons, ask the staff what they serve before the meal or with the meal.
- If nothing is brought out or, if there is no table service, mark “none”
- If there are no tables, select “There are no tables.”
- If it is something else, such as peanuts or creamy salsa, select “other” and write it in the blank.

\*This term is defined in the glossary.

## C. MENU REVIEW

Ask for a to-go menu or take a photo of the menu or menu board. You can complete the entire survey in the food outlet, or you can do part of the survey in the food outlet and go back to finish the menu review portion, and you can use the to-go menu or photo to double check your survey responses. Do not complete the menu review portion with menus posted online. Use your best judgment and observations to complete this section. If there is no way of knowing the answer to a survey item and it is not indicated on the menu, ask the staff or call at a later time.

### 10) Menu Review

- Indicate which menus (breakfast, lunch, or dinner) are available during the time of the visit.
- Review the menu used for the time of day you arrive (e.g. use the lunch menu if it is the only menu used at lunch).
- If there is one main menu that includes breakfast, dinner, lunch, desserts\*, etc. and the items for these meals are available for ordering, select each box.

### 11) Total Number of Main Courses

- Count the total number of main courses on the menu.
- If a buffet is available, in addition to a menu, only count the items on the menu.
  - Do not count the items on the buffet.
- If a main course has multiple options, count each separately. For example, you can order tacos with beef, chicken or beans (3 main courses); you can order a salad plain, or with shrimp (2 main courses).
- If the main course has multiple portion sizes, count each separately (e.g. 8 oz. and 12 oz. steaks)
- Include dinner salads and large bowls of soup.
  - Do not include appetizers, side salads, soups, or desserts\*.
- If there are daily specials, only count the special(s) for that day.

### 12) Proteins

- For each protein (lean\* and high fat\*) on the menu, write the number that have a healthier cooking method\* and a less healthy cooking method\*.
  - It may help to make tally marks as you count to keep track of different items.
- Count the same protein twice if it is prepared different ways (e.g., fried catfish and blackened catfish)
  - Include beans, lentils, or cheese in this section ONLY if it is a substantial protein in the main course. (e.g., chili, grilled cheese, cheese enchiladas).
- Beans and lentils are counted as vegetable sides if they are not the main course.

### 13) Vegetables and fruits

- Count the vegetable\* and fruit\* sides on the menu for each cooking method and write the number in the blank.
  - If mixed vegetables or fruits are served, count it as one vegetable or fruit.
- Count the same item twice if it is prepared in different ways (e.g., sweet potatoes are served baked and fried).
- If the food outlet features family-style dining or shareable plates, count the vegetable-based dishes in the appetizer and shared plates sections. For example, you could count blistered shisito peppers as one side even if it is listed as an appetizer if the food outlet features shared plates. Do not count

dishes that mix proteins and vegetables, even if the vegetables are substantial.

- Also count vegetable-based dishes that have meat or seafood as a garnish. For example, collard greens cooked with bacon or stir-fried snow pea leaves with crab meat.

#### **14) Meals with Fruits and Vegetables**

- Count the number of main courses that have the option of including two or more vegetable or fruit sides.
- Count the number of meals that automatically include two vegetables\* or fruits\* prepared with a healthy cooking method\* as the default. Include those that have separate sides (e.g. served with broccoli and baked potato) and meals that have fruits or vegetables cooked into them (e.g. stir-fry or enchiladas).
  - Count the fruit or vegetable only if it is a substantial part of the meal, but not if it is a garnish\* (e.g., lettuce and tomato on a sandwich or salsa on top of seafood or in a burrito)
- If the food outlet features family-style dining or shared plates, count the dishes that mix proteins with 2 types of vegetables. For example, you can count stir-fried beef with broccoli and carrots as a main course that automatically includes 2 vegetables with a healthy cooking method.

#### **15) Grains**

- Write the total for each type of grain\* on the menu, including appetizers, main courses, and sides. Exclude desserts.
- Count each type separately.
  - For example, count white rice and brown rice as 2 under total number of grains.
  - Do not include grains that are served complimentary before the meal, such as tortilla chips and rolls.
- Count the number of main courses that include a whole grain\* as the default type of grain.
  - This means it is automatically served as part of the meal. Examples include tacos served on corn tortillas, unless a request is made for flour tortillas.

#### **16) Desserts**

- If there is dessert\*, add the total number of desserts. Count different dessert combinations separately. (e.g., apple pie, ice cream, and apple pie a la mode count as 3 desserts)
- If there is no dessert listed on the menu write a zero.
- Write the number of meals that include a dessert at no extra charge. (e.g., ice cream is free with every meal)

#### **17) Beverages**

- This question only applies to non-alcoholic beverages.
- For each beverage option, write the total number of options offered on the menu.
  - Only include beverages at gas stations and grocery stores if they are served at the prepared food counter.
  - Make note that diet soda is listed separately from unsweetened, no calorie beverages and sugar-sweetened beverages
- Do not include bottled beverages at gas stations or grocery stores unless they are served at the prepared food counter.
- Sugar sweetened beverages include any drink with added sugar, such as sweet tea, horchata, lemonade and sports drinks.

\*This term is defined in the glossary.

- Indicate whether each drink comes with free refills.
  - If this is not indicated on the menu, ask the staff.

**18) Advertising and promotions (inside)**

- Observe the menus, signs, table tents, banners, posters and other promotional items inside the food outlet.
- For each of the categories selected "Yes", write down the number of advertisements you see. For each of the categories selected "No", enter "NA." If one ad fits in multiple categories, include it in the count next to each category. (e.g., A burger with French fries, and a soda would count as one ad each for under “less healthy” and “sugar sweetened beverages. A burger with a salad and bottled water would count as one ad each under “less healthy food” “healthier foods,” “healthier beverage.”)
- Select the box if healthier options are called out in any way to bring attention to them. (e.g. branded recognition program\*)
  - Select the box if smaller size portions are listed on the menu or meals can be split (including kids and seniors menu items).
- Select all that apply for ordering smaller portions.
  - Select this box if smaller portions are offered on the children’s menu.
  - Select this box if smaller portions are offered only during a specific meal.
  - Select the box if the smaller portions cost less than the full-size portions of the same meal.
  - Select the box if the food outlet has no charge for sharing/splitting a meal.
- Select the box if substitutions\* are allowed.
  - If this is not on the menu, ask if there is a charge for substitutions.
- Select the box if the menu includes items worded in a way to promote larger portions.
  - Look for words like “huge,” “colossal,” “super-size,” and “Texas-sized.”
- Select the box if there are lower prices for meal combinations (e.g., fries and a drink can be added to your meal for \$1.50, but would cost \$2, if ordered separately).

**19) Children’s Menu**

If a children’s menu is not available, skip the remaining questions.

**20) Children’s Menu Age Limits**

- Skip this section if there is not a separate children’s menu (children order from the regular menu) and write the time completed at the bottom of the page.
- If there is an age limit to order from the children’s menu, select “Yes” and indicate the age limit in the blank provided.

**21) Children’s Menu Beverages**

- Note that the question is asking to identify the default beverage. Select the box if any of the beverages listed automatically comes with any of the children’s meals, (unless something else is requested).
- Select the box for “free refills” to indicate which of those beverages get free refills, regardless of whether they are a default. (e.g. diet soda does not automatically come with the meal but has free refills). If the drink is not available, select "NA."

## 22) Total Number of Main Courses on the Children's Menu

- Count the total number of main courses on the menu.
- If a main course has multiple options, count each separately. For example, you can order tacos with beef, chicken or beans (3 main courses); you can order a salad plain, or with shrimp (2 main courses).
- If the main course has multiple portion sizes, count each separately (e.g. 5 or 8 chicken nuggets)
- Include dinner salads and large bowls of soup. Do not include appetizers, side salads, soups, or desserts.
- If there are daily specials, only count the special(s) for that day.

## 23) Proteins on Children's Menu

- For each protein (lean\* and high fat\*) on the menu, write the number that have a healthier cooking method and a less healthy cooking method.
  - It may help to make tally marks as you count to keep track of different items.
- Count the same protein twice if it is prepared different ways (e.g., fried catfish and blackened catfish)
- Include beans, lentils, or cheese in this section ONLY if it is the main protein in the main course. (e.g., chili, grilled cheese, cheese enchiladas). Beans and lentils are counted as vegetable\* sides if they are not the main course.

## 24) Vegetables and Fruits on Children's Menu

- Count the number of each vegetable\* and fruit\* side on the children's menu by cooking method and write the number in the blank.
- Count the vegetable and fruit sides on the menu for each cooking method and write the number in the blank.
- If mixed vegetables or fruits are served, count it as one vegetable or fruit.
- Count the same item twice if it is prepared in different ways (e.g., sweet potatoes are served baked and fried).

## 25) Main Courses with Vegetable and Fruit Sides

- Count the number of main courses that have the option of including two or more vegetable or fruit sides.
- Count the number of meals that automatically include two vegetables or fruits prepared with a healthy cooking method as the default. Include those that have separate sides (e.g. served with broccoli and baked potato) and meals that have fruits or vegetables cooked into them (e.g. stir-fry or enchiladas).
  - Count the fruit or vegetable only if it is a substantial part of the meal, but not if it is a garnish\* (e.g., lettuce and tomato on a sandwich or salsa on top of seafood or in a burrito)

## 26) Grains on Children's Menu

- Write the total for each type of grain\* if any is served as part of the meal.
- Count each type separately.
  - For example, count white rice and brown rice as 2 under total number of grains.
- Do not include grains that are served complimentary before the meal, such as tortilla chips and rolls.
- Count the number of main courses that include a whole grain as the default type of grain. This

means it is automatically served as part of the meal. Examples include tacos served on corn tortillas, unless a request is made for flour tortillas.

## 27) Children's Menu Advertising and Promotions

- Select the box if a non-fried side item can be substituted for the side that comes with the children's meal. (e.g., a salad can be substituted for the fries or chips that are served with the meal.)
- Select the box if a dessert\* is automatically served with a children's meal at no additional charge, unless the dessert is fresh or canned fruit.
- Select the box if nutrition information is printed on the children's menu.
- Select the box if targeted promotion or branded marketing are used to promote any of the items on the kid's menu.
  - o Select the box to identify if the food and beverage items being promoted are healthier or less healthy or both.
- Count the number of promotions for healthier\* and less healthy\* foods or beverages. (e.g., there is a promotion of healthy kid's menu items like apples on the menu and there are cartoon characters on the menu board next to the kids' items that include healthier and less healthy items = 2 healthier and 1 less END
- Write the time completed at the bottom right corner and circle AM or PM.
- Check the form for completeness.
- Review your menu photo and/or call the food outlet and make sure there is **not** information missing.

**Time End:** Put the time you finished the survey. Choose AM or PM.

\*This term is defined in the glossary.