**Instructions for use: *Sample Letter for the Distributor or Group Purchasing Organization, responding to Request for Proposal, to use with their Product Manufacturers to obtain accurate product sustainability attribute information (supports Sustainable Food Scorecard usage). Adapt to relevant data systems as needed.***

Dear Manufacturer,

Our shared customer, <hospital/healthcare system>, utilizes your product(s) on their nutrition services menu.

As a health services provider, with a strong commitment to the human and environmental health of the communities it serves, <hospital/hospital system> has developed a sustainable food policy and plan. As part of this plan, they track the progress of their foodservice sustainability spending against corporate goals.

We are supporting <hospital/hospital system> with this initiative by updating and improving the accuracy of key sustainability criteria in our manufacturer files for reporting purposes. We are prioritizing your products that <hospital/hospital system> specifically uses.

Please complete the following Report for each product carried that meets sustainability criteria listed in Sustainability Criteria Guide below. Return the completed form electronically to: <Distributor or GPO Name and Contact Information>

Thank you for your assistance with this important project.

Sincerely,

<Distributor or GPO>

**Product Report**

|  |  |  |  |  |  |
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| **Brand** | **Pack** | **Description** | **Manufacturer Code** | **Distributor Product #** | **Sustainability criteria\*** |
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Add lines as needed

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| **\*Sustainability Criteria Guide** |
| *Use the following criteria and related codes to identify sustainable products in product report.* |
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| **Criteria Code** | **Sustainability Criteria by Product Category** | **Criteria apply to these food items only.** |
| **MEAT,DAIRY,POULTRY, EGGS** |
| A | Local (grown/ raised and processed within a 250-mile radius of facility) | Any food item. For processed item, at least 50% of ingredients must be grown/produced locally. |
| B | Raised without antibiotics/no antibiotics administered | Beef, bison, lamb, pork, poultry, eggs, dairy |
| C | Certified Humane Raised and Handled | Beef, bison, lamb, pork, poultry, eggs, dairy. |
| D | Animal Welfare Approved | Beef & dairy cattle, bison, lamb, pork, poultry (chickens, turkeys, ducks and geese), sheep, goats. |
| E | rBGH/rBST-free | Dairy. |
| F | 100% Grass Fed | Beef, bison, lamb, dairy. |
| G | American Grass Fed | Beef, bison, goat, lamb and sheep. |
| H | Raised without added hormones/no hormones added | Beef, bison, lamb. |
| I | USDA Certified Organic | Beef, bison, lamb, pork, poultry, eggs, dairy. |
| J | Food Alliance Certified | Beef, bison, lamb, pork, poultry, eggs, dairy. |
| K | Salmon Safe | Beef, bison, lamb, dairy, eggs. |
| **SEAFOOD** |
| A | Local (grown/ raised and processed within a 250-mile radius of facility) | Any food item. For processed item, at least 50% of ingredients must be grown/produced locally. |
| L | Clean Fish | Seafood - wild caught, seafood-farmed. |
| M | Wild or Farmed | All seafood. |
| N | Monterey Bay Aquarium (MBA) ranking (must be "Super Green," Health "Best Choice," "Best," or "Good" ranking)  | Seafood - wild caught, seafood-farmed. |
| O | Certified by Marine Stewardship Council (MSC) and Low in Mercury | Seafood - wild caught. |
| P | Certified by Marine Stewardship Council (MSC) | Seafood - wild caught. |
| Q | Farm/Fishery Certification Status | Seafood - wild caught, seafood-farmed. |
| **OTHER FOODS** |
| A | Local (grown/ raised and processed within a 250-mile radius of facility) | Any food item. For processed item, at least 50% of ingredients must be grown/produced locally. |
| R | Local (grown/ raised and processed within a 250-mile radius of facility) AND produced on a small- to medium-scale farm\* | Fruits and vegetables. |
| S | Fair Trade Certified | Grains-flours-pasta, fruits, vegetables, coffee, tea, sugar, chocolate, cocoa, nuts. |
| T | Rainforest Alliance Certified | Fruits, coffee, tea, juice, chocolate, cocoa. |
| U | Non-GMO Project Verified | Corn, soy, canola, sugar beets, squash or papaya, and processed foods that contain corn, soy, canola, sugar beets, squash or papaya, and any of their derivatives. *(Note: List may expand as other GMO products are developed.)* |
| I | USDA Certified Organic | Vegetables, fruit, grains/legumes, coffee/tea, fruit juice, sugar, nuts, oils, wine, processed items. |
| J | Food Alliance Certified | Vegetables, fruit, grains/legumes, coffee/tea, nuts, oils, processed foods. |
| K | Salmon Safe | Fruits, vegetables, wine. |
| V | Bird Friendly | Coffee. |
| **DISPOSABLE FOOD AND NON-FOOD SERVICE WARE** |
| W | Environmental Choice-EcoLogo Certified-Green Seal Certified | Disposable food or non-food service ware, e.g., napkins, paper towels, kitchen towels, tray liners, coated and uncoated paper, paper products used in food preparation, other. |
| X | Contains 100% Biobased Coatings | Disposable food service ware. |
| Y | Certified by USDA to Contain 95 percent or greater biobased content | Disposable food or non-food service ware. |
| Z | Certified Compostable | Disposable food or non-food service ware. |
| AA | Contains greater than 10 percent post-consumer recycled content | Disposable food or non-food service ware. |
| BB | Manufactured without Chlorine or Chlorine Compounds OR Certified Processed Chlorine Free or Totally Chlorine Free (PCF/TCF) | Disposable food or non-food service ware. |
| CC | Forest Stewardship Council Certified (FSC 100%, Mixed Sources or Recycled) | Disposable food or non-food service ware. |
| DD | No Chemicals of High Concern Intentionally Added to Product | Disposable food or non-food service ware. |
| EE | No Organohalogens Intentionally added to product | Disposable food or non-food service ware. |
| **\*Definition:** **Small- to medium-scale farms** tend to be run by family farmers who have a vested interest in their communities and are more likely to use sustainable farming techniques to protect natural resources and human health. They are an important part of the rural economy, preserve green space with the community, and serve as responsible stewards of the land. |
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| Definition of small- to medium-sized farms can be based on size and/or income: |
|   | a) Size = under 300 acres (used by California Alliance with Family Farmers) |
|   | •      Small: 1-50 acres |   |
|   | •      Medium: 50-300 acres |   |
|   | b) Income (based on USDA definition of small- and medium-sized farms) |
|   | •      Small: Less that $250K revenue |   |
|   | •      Medium: Up to $1M revenue |   |