



# Obesity Legislation Coding Manual

Guidelines for Reviewing State Statutes

An Empirical Evaluation of Public Health Law Approaches to Obesity Prevention

March 2010



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## **Obesity Legislation Coding Manual Guidelines for Reviewing State Statutes**

### *Five Steps to Coding Statutes:*

- ✓ **Step 1:** **Open Obesity Prevention Laws Spreadsheet (OPLS) and the obesity prevention laws file.**
  
- ✓ **Step 2:** **Enter state, citation information, OPL code and reason for any “NR” code in the Legislation Tracking Sheet of the OPLS for each document in the file.** There will be multiple documents in a file. Enter this information for each new document as you move through them sequentially.
  
- ✓ **Step 3:** **Go through each document and fill in all columns of the Data Extraction Sheet of the OPLS with relevant information for each legal provision you identify,** using the Criteria for Assignment of Legal Provisions to Subcategories, Coding Manual for Other Data Fields, and Data Input Messages as guides.
  
- ✓ **Step 4:** **Enter your initials in last column of the OPLS.** Be sure to do this for each legal provision you code.
  
- ✓ **Step 5:** **Save your work often! CTRL+S after you finish entering a row of data.**

## ***Instructions on the 5 Steps to Coding Statutes:***

### **1. Open Obesity Prevention Laws Spreadsheet (OPLS) and the obesity prevention laws file.**

- Download and open the attachment: *Obesity\_Prevention\_Laws\_Spreadsheet.xls*. There will be two sheets in the workbook: the **Data Extraction Sheet** and the **Legislation Tracking** sheet.
- Download and open the attachment: *obesitypreventionlawssubcategory.doc*. This will usually be a relatively long (>200 pages) document that contains multiple state statutes.
- Save both files onto desktop using the original document name.

### **2. Enter state, citation information, OPL code and reason for any NR code in the Legislation Tracking Sheet of the OPLS for each document in the file.** There will be multiple documents in a file. Enter this information for each document as you move through them sequentially.

- Open the Legislation Tracking Sheet.
- Bring up Document 1 in the obesity prevention law file. At the very top of the page, it should read “**1 of XXX documents**”.
- Enter the **state** that Document 1 came from in the column labeled “State” in the Legislation Tracking Sheet. The state can be located beneath the numerical heading of the document (i.e., **Alabama** Advance Legislative Services).
- Type out the full state name—do not use abbreviations.
- Copy and paste (Ctrl+C followed by Ctrl+V) the **citation information** for Document 1 in the column labeled “Citation Information” in the Legislation Tracking Sheet. The citation information can be located near the top of the first page of Document 1, before the text of the statute begins (i.e., **2009 Al. ALS 582; 2009 Ala. Acts 582; 2009 Al. Pub. Act 582; 2009 Al. HB 435**).
- Enter the **OPL code(s)** that apply to Document 1 in the Legislation Tracking Sheet after you have completed Step 3.
- Repeat the preceding steps (bullet points 2-6) for each document in the file.

### **3. Go through each document and fill in all columns of the Data Extraction Sheet of the OPLS with relevant information for each legal provision you identify,** using the Criteria for Assignment of Legal Provisions to Subcategories, Data Entry Instructions for Data Extraction Sheet, and Data Input Messages as guides.

### ***Phase 1: Review of Relevant Tables***

- Familiarize yourself with the General Description, Inclusion Criteria, Exclusion Criteria and Sample Legal Provisions in **Table 1 for your individual OPL subcategory/subcategories**. Your OPL subcategory is the name of the obesity prevention law file you downloaded. For example, *menulabelingtransfatbans.doc* corresponds to the Menu Labeling Requirements and Trans Fat Bans subcategories. Your subcategories are also listed in the subject line of the email you received from the project manager.
- Review the **keywords** for your individual OPL subcategory/subcategories in **Table 2: Search Terms for Obesity-Related Legal Provisions**. These are the words you will be looking for to identify legal provisions within documents that may fall into your subcategory.
- Review **Table 3: Data Entry Instruction for Data Entry Sheet** to gain an understanding of what the columns in the Data Extraction Sheet mean. Follow these instructions while entering data from each document. **Data Input Messages** are also built into the Data Extraction Sheet to remind you of the meaning of each column and the correct format for data entry in a particular column.

### ***Phase 2: Document Review and Data Entry***

- Open the Data Extraction Sheet.
- Bring up Document 1 in the obesity prevention file. At the very top of the page, it should read “**1 of XXX documents**”.
- Enter an identification number. The number should include the three digit OPL code for your subcategory and the number of the document. For example, ID number for the first document of the Nutritional Standards for School Meals subcategory would be “NSM1”. Each legal provision/record should have a unique ID number (see **Important Note 1**).
- Enter the **state** that Document 1 came from in the column labeled “State” in the Legislation Tracking Sheet. The state can be located beneath the numerical heading of the document (i.e., **Alabama** Advance Legislative Services).
- Type out the full state names—do not use abbreviations.
- Copy and paste (Ctrl+C followed by Ctrl+V) the **citation information** for Document 1 in the column labeled “Citation Information” in the Legislation Tracking Sheet. The citation information can be located near the top of the first page of Document 1, before the text of the statute begins (i.e., **2009 Al. ALS 582; 2009 Ala. Acts 582; 2009 Al. Pub. Act 582; 2009 Al. HB 435**).
- Scroll through Document 1, looking for the **bolded keywords** that correspond to the obesity prevention subcategory that you have. Refer to **Table 1** for complete list of keywords. These keywords will be surrounded by text that will constitute a **legal provision**. A legal provision is the part(s) of a statute that creates an obesity prevention policy that fits into one of the OPL subcategories.
- Once you have identified a legal provision that meets the inclusion and exclusion criteria in **Table 1** for your subcategory, proceed to follow the instructions in **Table 3** and in the **Data Input Messages** in the spreadsheet to extract the relevant information from the statute.
- Unless the effective date is specified in the text of the bill, leave the effective date year and day/month columns blank.

- Repeat bullet points 2 through 9 for each document in your file.
- **Important Note 1: You must create a new record (row) and ID number for each legal provision you identify.** If there is more than one legal provision that falls into your subcategory within a single statute, then you MUST create a new row for that provision and repeat bullet points 3-8 above. The ID number for the second or third legal provision in a document would be “NSM1a”, “NSM1b”, etc. If you identify a legal provision that you think may fall into another subcategory, you may note this in the **Notes** column of the spreadsheet (not required).
- **Important Note 2: You MUST record the state, citation information and OPL code for each document in your file in the Legislation Tracking Sheet- EVEN IF YOU DETERMINE THAT A PARTICULAR DOCUMENT IS NOT RELEVANT.** Even if a document does not contain any legal provisions that fall into your subcategory, you must record the state, citation information and “NR” (Not Relevant) as its OPL code in the Legislation Tracking Sheet. **If you code a particular OPL “NR”, you must write a brief note to explain why** (i.e, “appropriations bill” or “state subsidy for farmers”) **in the “Notes for NR code” column** . Otherwise, leave this column blank.
- **Important Note 3:** Place an “X” in the “**Uncertainty?**” column of the Data Extraction Spreadsheet if you are uncertain about any aspect of your coding for a particular provision. If you indicate uncertainty, you must briefly explain why in the “**General Notes**” column of the **Legislation Tracking Sheet**. Reasons for uncertainty might include ambiguous language in the bill text or limitations of the coding scheme (e.g. you encounter an unfamiliar type of provision that does not fit neatly into any existing OPL category). In addition to explanations for uncertainty, enter any questions or concerns in the “General Notes” column.

**4. Enter your initials in last column of the OPLS.** Be sure to do this for each legal provision you code.

- This will help you keep track of which how many provisions you have coded and who has coded what.

**5. Save your work often! CTRL+S after you finish entering a row of data.**

## ***Important Notes, General Rules and Coding Tips***

- **Important Note 1:** You must create a new record (row) and ID number for each legal provision you identify. If there is more than one legal provision that falls into your subcategory within a single statute, then you MUST create a new row for that provision and repeat bullet points 3-8 above under Step 3. The ID number for the second or third legal provision in a document would be “NSM1a”, “NSM1b”, etc. If you identify a legal provision that you think may fall into another subcategory, you may note this in the **Notes** column of the spreadsheet (not required)
- **Important Note 2:** You MUST record the state, citation information and OPL code for each document in your file in the **Legislation Tracking Sheet- EVEN IF YOU DETERMINE THAT A PARTICULAR DOCUMENT IS NOT RELEVANT**. Even if a document does not contain any legal provisions that fall into your subcategory, you must record the state, citation information and “NR” (Not Relevant) as its OPL code in the Legislation Tracking Sheet. **If you code a particular OPL “NR”, you must write a brief note to explain why** (i.e. “appropriations bill” or “state subsidy for farmers”) **in the “Notes for NR Code” column of the Legislation Tracking Sheet**. Otherwise, leave this column blank.
- **Important Note 3:** Place an “X” in the “**Uncertainty?**” column of the Data Extraction Spreadsheet if you are uncertain about any aspect of your coding for a particular provision. If you indicate uncertainty, you must briefly explain why in the “**General Notes**” column of the **Legislation Tracking Sheet**. Reasons for uncertainty might include ambiguous language in the bill text or limitations of the coding scheme (e.g. you encounter an unfamiliar type of provision that does not fit neatly into any existing OPL category). In addition to explanations for uncertainty, enter any questions or concerns in the “General Notes” column.
- **Appropriations bills will be coded NR.** An appropriations bill is legislation that authorizes the government to spend money. It specifies exactly how money will be spent and generally must be approved by the legislature. While appropriations bills may contain information about funding for obesity prevention programs that has implications for policy implementation, evaluation, and enforcement, they will not be included in this database. Appropriations bills must be identified at the beginning of the document as “Appropriations for...” or “An Act to make appropriations for...” or similar language. If a bill does not state that its purpose is to make an appropriation, then it is not an appropriations bill. Record the state, citation information and OPL Code (“NR”) and make a brief note in the “Notes for NR Code” column (i.e. “appropriations bill”) in the Legislation Tracking Sheet and keep moving.

- **Laws that only create task forces, commissions, or working groups will be coded NR.** Record the state, citation information and OPL Code (“NR”) and make a brief note in the “Notes for NR Code” column (i.e. “creates legislative task force on childhood obesity”) in the Legislation Tracking Sheet and keep moving. If a law contains both a provision for a task force/commission/working group and another that falls into your subcategory, just code the other provision. You do not need to enter an “NR” code for the task force provision.
- **If a law requires a task force, commission or working group to adopt certain obesity-prevention related measures or standards, then it is only coded as relevant if there is some indication that the task force, commission or working group has the authority to make the measure or standard binding.** Information about whether or not the task force has authority to make the prevention measure or standard binding can be found in the statute that created the task force/commission/working group.
- **House and Senate Resolutions will be coded NR.** Record the state, citation information and OPL Code (“NR”) and make a brief note in the “Notes for NR Code” column (i.e. “House Joint Resolution”) in the Legislation Tracking Sheet and keep moving.
- **Any legislation introduced or pass in 2008 or 2009 will be coded NR.** Record the state, citation information and OPL Code (“NR”) and make a brief note in the “Notes for NR Code” column (i.e. “2009”) in the Legislation Tracking Sheet and keep moving.
- **Laws that repeal a pre-existing OPL will be coded NR.** Record the state, citation information and OPL Code (“NR”) and make a brief note in the “Notes for NR Code” column (i.e. “repeals an act requiring student BMI reporting”) in the Legislation Tracking Sheet and keep moving.
- **Use the Data Input Messages in the Data Extraction Sheet to help identify the correct information within documents.** When you select any column in the Data Extraction Sheet, a text box will appear with instructions on what should go in that column. If you have entered the data incorrectly, an error message will appear and you will have the opportunity to re-enter the data.
- **Use CTRL+F+ “DOCUMENTS” to move quickly from one document to the next.** This will save you from scrolling through documents that can be hundreds of pages long. Just make sure you go to the very next document and do not skip by accident.
- **If you lose your place within a Word file, return to the first document in the file, click on the top of that document, and use CTRL+F+ “X of XX DOCUMENTS” to return to the document you were with which you were working.**

- **DO NOT ADD ANY NEW COLUMNS TO THE DATA EXTRACTION SHEET OR CREATE ANY NEW CODES.** Include any questions, comments, suggestions, or observations in the **Notes** column. The research team will meet periodically to review and compare notes and alter the data extraction template and codes as needed.

## State Spelling Chart

Alabama:	AL	Pennsylvania:	PA
Alaska:	AK	Rhode Island:	RI
Arizona:	AZ	South Carolina:	SC
Arkansas:	AR	South Dakota:	SD
California:	CA	Tennessee:	TN
Colorado:	CO	Texas:	TX
Connecticut:	CT	Utah:	UT
Delaware:	DE	Vermont:	VT
DC:	DC	Virginia:	VA
Florida:	FL	Washington:	WA
Georgia:	GA	West Virginia:	WV
Hawaii:	HI	Wisconsin:	WI
Idaho:	ID	Wyoming:	WY
Illinois:	IL		
Indiana:	IN		
Iowa:	IA		
Kansas:	KS		
Kentucky:	KY		
Louisiana:	LA		
Maine:	ME		
Maryland:	MD		
Massachusetts:	MA		
Michigan:	MI		
Minnesota:	MN		
Mississippi:	MS		
Missouri:	MO		
Montana:	MT		
Nebraska:	NE		
Nevada:	NV		
New Hampshire:	NH		
New Jersey:	NJ		
New Mexico:	NM		
New York:	NY		
North Carolina:	NC		
North Dakota:	ND		
Ohio:	OH		
Oklahoma:	OK		
Oregon:	OR		
Pennsylvania:	PA		

## **APPENDIX A: CODING TABLES**

**Table 1: Criteria for Assignment of Legal Provisions to Subcategories**

**How to use this table:** 1. Identify your OPL Subcategory on the left-hand side of the table. 2. Read the General Description, Inclusion Criteria, Exclusion Criteria and Sample Legal Provision for that subcategory. 3. Enter the three-letter code listed in the “Code” column in the Data Extraction Sheet and Legislation Tracking Sheet under “OPL Code” when you identify a provision that meets the criteria. 4. Enter “NR” (Not Relevant) for the OPL code in both sheets when you come across a document that does not meet the criteria.

OPL Subcategory	Code	General Description	Inclusion Criteria	Exclusion Criteria	Sample Legal Provisions or Bill
<b>Major Category: Food &amp; Nutrition</b>					
Nutrition standards for school meals	NSM	States may set nutrition standards for school breakfasts, lunches and snacks that exceed the minimum requirements established by the USDA and are in accordance with the 2005 Dietary Guidelines issued by the Secretary of Agriculture. States may strength school nutrition standards by increasing the amount and variety of whole grain products, increasing the availability of fruits and vegetables for school meals, offering skim or low-fat milk, reducing sodium content in all meals, increasing fiber content, cutting cholesterol and minimizing or eliminating trans fats.	Policies that outline standards for foods or beverages sold as part of free, reduced-cost or full cost school meals, including restrictions on the sale of school meal items that do not meet specified nutritional guidelines, should be included. If the law or regulation also articulates standards for food or beverages sold outside of the school meal programs, it should be coded here and under "Nutritional standards for competitive foods and beverages".	N/A	<i>California SB 80: "This bill would require schools and school districts, commencing with the 2007-2008 fiscal year, for meals and food items sold and served as part of a free or reduced price meal program, to comply with specified nutrition-related prohibitions and requirements"</i>  <b>Bill:</b>

Nutrition standards for competitive foods	NCF	Competitive foods and beverages are defined by the USDA as any foods and beverages that are sold at school but outside of the USDA school meals programs. Competitive foods include those items sold in vending machines, a la carte lines, school stores and school fundraisers. States may choose to regulate the nutritional standards of these items.	Policies that outline nutritional standards for non-school meal program foods should be included. Policies that also include limitations on the availability of competitive foods be coded here and under "Restricted access to competitive foods".	N/A	<i>2005 Colorado SB 81: "On or before July 1, 2006, each school district board of education is encouraged to adopt policies ensuring that every student has access to healthful food choices in appropriate portion sizes throughout the school day. At the minimum, this includes the provision of healthful items in vending machines, pursuant to Section 22-32-134."</i>
Nutrition standards for competitive beverages	NCB	Competitive foods and beverages are defined by the USDA as any foods and beverages that are sold at school but outside of the USDA school meals programs. Competitive beverages include those items sold in vending machines, a la carte lines, school stores and school fundraisers. States may choose to regulate the nutritional standards of these items.	Policies that outline nutritional standards for non-school meal program beverages should be included. Policies that also include limitations on the availability of competitive beverages should be coded here and under "Restricted access to competitive foods".	N/A	<i>2005 Colorado SB 81: "On or before July 1, 2006, each school district board of education is encouraged to adopt policies ensuring that every student has access to healthful food choices in appropriate portion sizes throughout the school day. At the minimum, this</i>

					<i>includes the provision of healthful items in vending machines, pursuant to Section 22-32-134."</i>
Restricted access to competitive foods	ACF	Limitations on when and where non-school meal program foods and beverages may be sold that go beyond federal requirements.	Policies that detail when and where competitive foods may be sold, including items from vending machines, school stores, bake sales, etc.	N/A	<i>2005 Maryland SB 473: "By August 1, 2006, all vending machines in public schools shall have and use a timing device to automatically prohibit or allow access to vending machines in accordance with the nutrition policy established and implemented by the county board."</i>
Farm-to-school programs and/or school gardens	FTS	Farm-to-school programs attempt to link local farmers with schools to increase the availability of fresh fruits and vegetables, reduce costs and support local business. The connection may be established administratively through farm-to-school program coordinators or by granting schools money to purchase locally grown produce. School garden programs attempt to increase	Policies that are designed to connect local farmers with schools or increase schools' access to locally grown produce should be included in this category. "Schools" includes public or private institutions, colleges and universities. Any policy that encourages or requires schools to create opportunities for students	Commodity price support policies should not be included.  Policies that encourage or require the development of community-based gardens	<i>2008 Oregon HB 3601: "The Department of Education shall establish the Oregon Farm-to-School and School Garden Program."</i>

		availability of produce by creating student-run gardens.	to cultivate and consume fresh fruits and vegetables they have grown should also be included in this category. Policies that encourage or require the development of community-based gardens should not be coded here but placed in "Farmers' market development and community gardens". Commodity price support policies should not be included in this category.	should not be coded here, but rather, coded as FMG.	
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Nutrition education standards	NES	These policies encourage or require more comprehensive instruction on nutrition and its relationship to overweight and obesity than existing health education courses.	Any policy that encourages or requires adoption of nutrition-focused curriculum should be included in this category. If the legislation or regulation in question also calls for physical education, it should also be coded under "Physical education curriculum standards". If the policy includes nutrition education as part of a broader school wellness program, it should be coded here and under "School Wellness Policies".	N/A	<i>2005 CA AB 689: "There is a need for both a sequential physical education that involves moderate to vigorous physical activity and teaches knowledge, motor skills, and positive attitudes and activities that all pupils can enjoy and pursue throughout their lives that are taught by well-prepared and well-supported staff, as well as health education content standards that incorporate nutrition and physical activity concepts, laying the foundation for lifelong healthy habit"</i>
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School Wellness Policies	SWP	All schools districts that participate in the National School Lunch Program and/or School Breakfast Program were required to adopt and implement local school wellness policies by the 2004 Child Nutrition and WIC Reauthorization Act. School districts were required to establish nutritional guidelines for all foods sold on campus, ensure that federally reimbursable school meals meet minimum USDA standards, and establish goals for nutrition education, physical activity and other school-based activities.	Any policy enacted by the state legislature that requires or encourages the local school districts to implement federal guidelines for wellness policies should be included in this category. Any legislation that allocates funds or technical assistance to school districts to aid in the implementation of local school wellness policies should also be included in this category. Any policy that develops state-level oversight or review mechanisms for local school wellness policies should also be included in this category.	Policies that encourage or require health-related initiatives-including but not limited to adoption of nutritional standards for any type of foods or beverages sold at schools, nutrition education, physical activity or education standards, or farm-to-school or school garden programs should not be included in this category.	<i>2006 Florida SB 772: "BY SEPTEMBER 1, 2006, EACH SCHOOL DISTRICT SHALL SUBMIT TO THE DEPARTMENT OF EDUCATION A COPY OF ITS SCHOOL WELLNESS POLICY AS REQUIRED BY THE CHILD NUTRITION AND WIC REAUTHORIZATION ACT OF 2004...EACH SCHOOL DISTRICT SHALL ANNUALLY REVIEW ITS SCHOOL WELLNESS POLICY AND PHYSICAL EDUCATION POLICY AND PROVIDE A PROCEDURE FOR PUBLIC INPUT AND REVISIONS. IN ADDITION, EACH SCHOOL DISTRICT SHALL SEND AN UPDATED COPY OF ITS WELLNESS POLICY AND PHYSICAL EDUCATION POLICY TO THE</i>
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					<i>DEPARTMENT WHEN A CHANGE OR REVISION IS MADE."</i>
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<p>Child-care licensing regulations - nutrition</p>	<p>CCN</p>	<p>A growing number of preschool aged children are overweight or obese and an increasing number spend some portion of the day in child care facilities. Child care facility standards attempt to improve the environment in which these children spend a significant amount of time through physical activity and nutrition standards, in addition to limitations on television consumption.</p>	<p>Any policy that requires or encourages adoption of nutritional standards for foods or beverages, limits the availability of foods of minimal nutritional value, or includes any other measure designed to improve the nutrition environment in child care facilities should be included in this category. "Child care facilities" refer to day care establishments of varying size that are responsible for the well-being of preschool aged children (birth up to 5 years of age in most cases). If the policy also presents the same set set of standards for school-aged children, it should also be coded in the appropriate categories that relate to schools.</p>	<p>Policies that relate only to physical activity standards should be coded instead under CCA</p>	<p><i>Tennessee Department of Human Services, Licensure Rules for Child Care Centers, Chapter 1240.04.03.11(1)(b): Appropriate foods shall be encouraged; highly inappropriate foods, e.g. foods high in sugar and/or fat content, but containing low nutritional value, shall be discouraged.</i></p>
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Advertising and marketing restrictions in schools	AMS	A report released by the IOM in December 2006 concluded that food and beverage marketing practices put children's long term health at risk. A subsequent Federal Trade Commission (FTC) report on the food and beverage industry's marketing to children and adolescents found that companies used a comprehensive range of mechanisms (television, radio, print, Internet) to promote their products and focused heavily on certain age groups depending on the product being sold. Advertising and marketing restrictions in school attempt to curb students' exposure to promotional messages for certain foods and beverages.	Any policy that requires or recommends limitations or a complete ban on the advertisement of foods and beverages on school grounds should be placed in this category.	Limited liability laws that grant immunity to marketers or advertisers against claims of weight gain associated with the advertised product.	<i>2007 Maine LD 184: "Brand-specific food or beverage advertising on school grounds is prohibited, except for water and product packaging."</i>
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<p>Grocery store and supermarket development</p>	<p>GSD</p>	<p>The presence of grocery stores and supermarkets is a predictor of how many fresh fruits and vegetables residents of certain areas consume. Grocery store and supermarket development initiatives usually strive to increase the number of full size grocery stores and supermarkets that serve low-income and rural populations.</p>	<p>Any policy that encourages or supports the expansion of existing convenience stores to provide healthier foods, or the introduction of new, full-service food retailers should be included in this category.</p>	<p>N/A</p>	<p><i>2006 California AB 2384: The department, in consultation with the Department of Food and Agriculture, shall design the program to include the following two components: Strategies aimed at small grocers in targeted low-income neighborhoods to increase the offerings of fresh fruits and vegetables in those communities.</i></p>
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production	FMP	These policies are designed to create incentives for farmers to grow and sell fresh produce.	Any policy that encourages or requires government agencies (i.e., Department of Health, Department of Education, Department of Food and Agriculture) or other entities to purchase from local farmers, provides financial assistance to local farmers, or presents some mechanism that rewards farmers for growing more produce should be included in this category. If a policy also includes "farm-to-school" or "school garden" language, it should also be coded in that category.	Policies designed to increase access to fresh and nutritious foods, typically in areas with limited access to grocery stores, supermarkets and fresh produce. See FMA.	
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Farmers' market access	FMA	These policies are designed to increase access to fresh and nutritious foods, typically in areas with limited access to grocery stores, supermarkets and fresh produce.	Any policy that encourages or requires government agencies (i.e., Department of Health, Department of Education, Department of Food and Agriculture) or another entity to create programs with some mechanism to expand availability and access to farmers' markets or community gardens should be included in this category. If a policy also includes "farm-to-school" or "school garden" language, it should also be coded in that category.	Programs that create incentives for farmers to produce more fresh fruit or otherwise benefit farmers directly. See FMF.	2008 South Carolina SB 1066: Creates and implements a statewide farmers' market system.
Menu labeling requirements for restaurants	MLR	Policies designed to help inform consumer choices by requiring nutritional information and content on the menus and menu boards at full service and fast food facilities.	Any policy that requires a restaurant to provide nutrition information, including but not limited to caloric content, nutritional composition, or fat grams per serving, on menu boards or menus , should be included in this category. "Restaurant" includes fast food restaurants, full service restaurants, chain and independent food	Policies that prohibit menu labeling.	2008 California SB 1420: Restaurants with 20 or more locations in the state must disclose calorie and nutrition information in a "clear and conspicuous" manner.

			facilities.		
Trans fat bans or nutrition content restrictions outside the school setting	TFB	Trans fat pose a threat to cardiovascular health and there is consensus among health officials that they should only be consumed in trace amounts.	These policies limit the amount or use of trans fat in foods prepared and sold outside of the home.	<p>Policies that call for menu labels to contain information about trans fat content should not be placed in this category but rather, coded as MLR</p> <p>Policies that limit or eliminate trans fat from foods sold in schools should not be placed here but rather, as NSM or NCF.</p>	2008 California AB 97: Prohibits oil, shortening, or margarine containing specified trans fats for specified purposes, from being stored, distributed, or served by, or used in the preparation of any food, commencing January 1, 2010. Also prohibits any food containing artificial trans fat, from being stored, distributed, or served by, or used in the preparation of any food within, a food facility, commencing January

					1, 2011.
Snack and sugar-sweetened beverages tax	TAX	Financial incentives and disincentives have been considered by lawmakers as a means of encouraging healthy behaviors and discouraging unhealthy ones. Taxes on foods with minimal nutritional value, including certain snack foods and sugary drinks, is one approach.	Any policy that places a tax on certain items, at times deemed "junk food", "snack food", "sugar-sweetened beverages", "soft drinks" or "soda" should be included in this category. If the policy also includes limitations on the availability of these items, inside or outside of the school settings, it should also be coded in the appropriate category.	N/A	1991 California AB 2181: This bill would eliminate as of July 1, 1991, total or partial exemptions from state and local sales and use taxes for (1) the gross receipts from the sale of and the storage, use, or other consumption in this state of candy or confectionery, nonmedicated chewing gum or snack foods, as defined.
<b>Major Category: Physical Activity</b>					

Physical education standards	PES	Physical education (PE) standards refer to the quality and quantity of instruction that school-aged children receive.	Any policy that requires PE in schools, prohibits the elimination of PE, or encourages the expansion of PE offerings through allocation of money, technical assistance, human resources or other means should be included in this category.	Policies that encourage or require school districts to expand PE as part of local school wellness policies should not be included here, but rather, coded as SWP	2008 Florida SB 610: Requires physical education in grades 6 through 8 beginning with the 2009-2010 school year at the equivalent of one class period per day of physical education for one semester each year.
Physical activity standards and recess legislation	PAS	Physical activity is an integral part of a healthy lifestyle. The 2008 Physical Activity Guidelines suggest that children and adolescents get one hour of physical activity each day. These standards are designed to increase the amount of activity that school-aged children receive.	Any policy that encourages or sets a minimum amount of time for activity during the school day, through exercise programs, fitness breaks, recess, classroom activity, or other similar means, should be included in this category. Any policy that requires local school boards to develop a plan for increasing or setting minimum standards for physical activity- independent of local school wellness policies- should also be included in this category.	Policies that mention physical activity standards as part of local school wellness policies.	2006 Indiana SB 111: Beginning with the 2006-2007 school year, requires the governing body of each school corporation to provide daily physical activity for students in elementary school. The physical activity must be consistent with the curriculum and programs developed under IC 20-19-3-6 and may include the use of recess.

Physical fitness assessments	PFA	Policies designed to measure the fitness level of students at various stages during K-12 years; typically appear in conjunction with BMI reporting and diabetes screening.	Any policy that encourages or requires physical fitness testing for students should be included in this category.	N/A	2005 South Carolina HB 3499: Among other provisions related to student health, nutrition, physical education and fitness, the law requires all K-12 schools in the state to participate in the South Carolina Physical Education Assessment and requires that fitness reports be sent home to parents in the 5th and 8th grades and high school.
Health education standards	HES	Health education refers to instruction on emotional, mental, physical and social dimensions of health, as well as personal health, family health, community health, injury prevention, etc.	Any policy that requires or recommends health education for school-aged children should be included in this category. If either physical education or physical activity are specifically mentioned in the same law or regulation as a component of health education that should be strengthened, it should be placed in both categories. If nutrition education is	Policies that pertain solely to physical education or activity or nutrition education should not be placed in this category but rather, as PES, PAS, or NES, as appropriate.	

			mentioned as a component of health education that should be strengthened, then the law/regulation should be placed in health education alone. If nutrition education is mentioned or conceived of as a separate course from health education and mentioned in the same policy, the law or regulation should be coded in both categories.		
Safe routes to school	SRS	The US Department of Transportation offers grants through the federal Safe Routes to School Program to fund infrastructure improvements that encourage children to walk and/or bike to school. State legislatures and agencies may develop strategies for these funds that best suit the needs of school-aged children throughout the state.	Any policy that encourages or requires increased access to walking and bike paths en route to schools, through the allocation of funds to develop pathways, re-define crosswalks, hire crosswalk guards, build sidewalks, increase penalties for violating traffic rules, or other similar mechanisms, should be included in this category.	Policies that are designed solely to increase safe access to walk and bike paths for the general population and are not specific to schools should not be included in this category, but rather, coded as WBP.	2005 New Jersey AB3602: Permits the construction of traffic calming measures on certain roads near schools.

<p>Child-care licensing regulations – physical activity</p>	<p>CCA</p>	<p>A growing number of preschool aged children are overweight or obese and an increasing number spend some portion of the day in child care facilities. Child care facility standards attempt to improve the environment in which these children spend a significant amount of time through physical activity and nutrition standards, in addition to limitations on television consumption.</p>	<p>Any policy that requires or encourages physical activity or limits the quantity of media consumption over a certain period of time within licensed child care facilities, or includes any other measure designed to increase activity, should be included in this category. "Child care facilities" refer to day care establishments of varying size that are responsible for the well-being of preschool aged children (birth up to 5 years of age in most cases). If the policy also presents the same set set of standards for school-aged children, it should also be coded in the appropriate categories that relate to schools.</p>	<p>Policies that relate only to nutritional standards should be coded under CCN</p>	<p><i>Tennessee Department of Human Services, Licensure Rules for Child Care Centers, Chapter 1240.04.03.09(1)(c): There shall be alternating periods of vigorous activity and quiet play or rest throughout the day.</i></p>
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Access to safe walking and bike paths	WBP	Various infrastructure development and community design measures that increase opportunities for safe physical activity in the form of walking and biking in urban or rural areas.	Any policy that encourages or requires increased access to walking and bike paths, through the allocation of funds to develop pathways, re-define crosswalks, or build sidewalks should be included in this category.	Policies that designed solely to increase safe access to schools should not be included in this category, but rather, coded as SRS.	2008 California AB2971: Sets forth the Fair Share for Safety Program. Regarding the apportionment of federal transportation safety funds, to the extent possible, shall fund projects that provide safety benefits to both bicycle and pedestrian travel.
Major Category: Healthcare, Screening & Medical Intervention					
Body Mass Index (BMI) monitoring and reporting	BMI	States may require school entry health certificates or student reports to include information about a student's body mass index. The BMI information may be used to identify youth at risk of developing Type 2 diabetes.	Any policy that requires the collection and report of student BMI information, individually or in aggregate, should be included in this category. Any policy that also calls for student health or fitness assessment that goes beyond BMI score should also be placed in "Physical fitness assessments", "diabetes screening and management", or any	N/A	<i>2007 Arkansas HB 1173: "Beginning with kindergarten and then in even numbered grades, require schools to includes as a part of a student health report to parents an annual body mass index percentile by age for each student."</i>

			other relevant category.		
Diabetes screening	DBS	Type 2 diabetes has become increasingly common in adolescents and young adults, primarily due to the rise in overweight and obesity in this population. These policies are designed to identify at-risk members of the target population.	Any policy that recommends or requires diabetes screening among students- typically through a noninvasive procedure- should be included in this category. Type 2 diabetes education campaigns should also be included. Any policy that also calls for BMI reporting or fitness assessments should also be placed in the appropriate category.	<p>Policies that call for the development of student diabetes care procedures and/or facilities on school campuses</p> <p>Policies that allow school personnel to deliver care to diabetic students who suffer complications during the school day with limited liability</p> <p>Policies that</p>	2007 Texas SB 415:Establishes a student risk assessment program for type 2 diabetes in certain regions of the state that includes screening of body mass index for students identified by a noninvasive screening as at risk for type 2 diabetes.

				pertain to insurance coverage and treatment of Type 2 diabetes	
Private insurance coverage for nutrition and wellness counseling	PRI	States may recommend or require that health insurers operating in the state provide a number of different benefits, including nutrition counseling, weight loss and weight management programs, that might help reduce obesity rates.	Any policy that requires or recommends that private health insurers offering plans within the state provide obesity prevention benefits, such as nutrition counseling, wellness services, weight loss programs, weight management programs or similar services, should be included in this category.	Policies that only mandate insurance coverage of gastric bypass surgery as a treatment for obesity.	N/A

Public insurance coverage for nutrition and wellness counseling	PUI	State insurance programs for low-income and disabled residents may provide a number of different benefits, including nutrition counseling, weight loss and weight management programs, that might help reduce obesity rates.	Any state Medicaid program that provides obesity prevention benefits, such as nutrition counseling, wellness services, weight loss programs, weight management programs or similar services, should be included in this category.	Policies that only mandate public insurance coverage of gastric bypass surgery as a treatment for obesity	2005 Colorado HB1066: Requires the department of health care policy and financing to develop and implement an obesity treatment program for the purpose of treating a Medicaid recipient who has a body mass index that is equal to or greater than 30 and who has a comorbidity related to the recipient's obesity including but not limited to diabetes, hypertension, and coronary heart disease.
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**Table 2: Search Terms for Obesity-Related Legal Provisions**

**How to use this table:** 1. Identify your OPL subcategory in the first column of the table. 2. Review the search terms for that subcategory. 3. Look for these search words while reviewing legislation to help you identify the relevant portions of the document.

OPL Subcategories	Search Terms Used to Identify Laws
Nutrition standards for school meals	Nutrition, food, diet, snack, meal, lunch, calorie, beverage, soft drink, soda, vending, farm, garden, advertise, nutritional value, school, education, curriculum, children, pupil, student, teen, kid, youth, infant, toddler
Nutrition standards for competitive foods	
Nutrition standards for competitive beverages	
Restricted access to competitive foods	
Increasing and promoting access to fresh produce <ul style="list-style-type: none"> <li data-bbox="289 1146 646 1211">• Farm-to-school programs and school gardens</li> </ul>	
Nutrition education standards	
Relevant childcare licensing	

<p>regulations</p> <p>Advertising and marketing restrictions</p>	
<p>School wellness policies</p>	<p>wellness , health education , healthy , lifestyle, school , active , school wellness policy, SWP</p>
<p>Access to healthy food</p> <ul style="list-style-type: none"> <li>○ Grocery store and supermarket development</li> <li>○ Farmers' market development</li> </ul>	<p>farmers market , farm to school , school garden , senior, fruit , vegetable , agriculture, school , grocery , supermarket , education, fresh , school wellness policy , SWP, community , neighborhood , program , vendor</p>
<p>Menu labeling requirements for restaurants</p> <p>Trans fat bans or nutrition content standards</p>	<p>nutrition information , menu , calorie , food facility , trans fat</p>
<p>Taxes on snack foods and sugar-sweetened beverages</p> <p>Advertising and marketing restrictions</p>	<p>Tax, snack , junk , nutritional value, food</p>
<p>Taxes on snack foods and sugar-sweetened beverages</p>	<p>Tax, soft drink , sugar, sweet, beverage, soda</p>

Physical education requirements Physical activity standards Physical fitness assessments Recess legislation Safe routes to school Relevant child-care licensing regulations	Physical activity , physical education , fitness , fitness assessment , recess , obesity , overweight , safe routes to school , SRTS, curriculum , children , pupil , student
Walk & bike paths	Walk , pedestrian , bike , bicycle, lane, path, trail , footpath , greenway , complete streets, health, lifestyle , activity
Body Mass Index (BMI) monitoring and reporting	body mass index
Diabetes screening	Diabetes screening, diabetes prevention , diabetes education
Medicaid coverage for nutrition and wellness counseling Private insurance coverage for nutrition and wellness counseling	Medicaid , State Childrens Health Insurance Program , SCHIP , health insurance, obesity , obese , overweight , body mass index , BMI , wellness

**Table 3: Data Entry Instructions for Data Extraction Sheet**

**How to use this table:** 1. After you have entered the ID number, state and citation information for a legal provision, you will need to consult this table to fill in the rest of the Data Extraction columns. 2. Locate the column that you need to complete in the Data Extraction sheet under **Policy Component**. 3. Determine the search words and phrases you need to identify in the document (if any) to fill out that column. 4. **Copy and paste** information when possible.

<b>Policy Component</b>	<b>Search Keywords and Phrases</b>	<b>Categories / Coding Instructions</b>	<b>Definition and Relevance</b>
Narrative description of the purpose or effect of the provision	(bolded keywords)	Paste or paraphrase relevant text. This description should be a short digest of what the law does. However, do not rely on the “synopsis” alone. If the synopsis gives a detailed account of what the legal provision will do, you may copy and paste. If not, copy and paste the text surrounding the bolded keywords that gives a complete picture of the purpose of the law	This field provides information about what the legal provision does.
Enactment date – Day/Month		Enter as MMDD	This is the date that a bill became law, either through the Governor’s approval or some other means (i.e., legislative override of Governor’s veto).  This field is recorded primarily for purposes of generating lists of laws passed in each year, rather than for analytical purposes. It is also used to impute effective dates using the EDSL, as described below.

			<p>If the last recorded action on the bill is the Governor's approval, use this day/month as the enactment date.</p> <p>If the chaptering date is included in the text of the bill and there is a difference between the day/month the Governor approved a bill and the day/month it was chaptered into law, then use chaptering date.</p>
Enactment date- Year		Enter as YYYY	<p>See above information for enactment day/month</p> <p>This field is recorded primarily for purposes of generating lists of laws passed in each year, rather than for analytical purposes. It is also used to impute effective dates using the EDSL, as described below.</p>
Effective date- Day/Month		Enter as MMDD	<p>The effective date represents the date that individuals' "exposure" to the law begins.</p> <p>The effective date for enacted legislation varies by state. The Effective Dates for State Legislation (EDSL) Chart developed by StateScape Policy Tracking and Analysis outlines the legislative rules that govern when laws take effect for all 50 states. The EDSL will be consulted to identify the effective date for each obesity prevention law in the event that effective</p>

			date is not explicitly stated.
Effective Date- Year		Enter as YYYY	
Effective Date- Code			
Target Population (by age)	Preschool Kindergarten elementary school middle school high school K-12 College University senior	PS=Preschool/child care facilities only KE=Kindergarten / elementary school only MS=Middle school (grades 7-8) only HS=High school only KT=K-12, or schools/school-aged children referenced without	Structured categories have been created to represent the age groups targeted by the law. These categories correspond with the age groups that are most frequently mentioned in legislation and also capture the age range represented in BRFSS data.  In the absence of explicit language to the

		<p>grade levels specified  CL=College only  OT=Other  GA=Law of general applicability  “..”=Cannot determine</p>	<p>contrary, if legislation or regulations makes reference to a school-based policy, code the target population as KT.</p> <p>Use code GA if the law does not specify a particular age group, is not a school-based policy, and seems to apply to the entire community (e.g., a law creating walking trails).</p>
Required?	<p>Shall  Required  Must</p>	<p>Y = compliance with the legal provision is required  N = compliance with the legal provision is not required</p>	
Uncertainty?		<p>X = uncertain about coding of legal provision</p>	<p>For all provisions marked with Uncertainty code X, provide an explanation about what is uncertain.</p>