



# Policy Coding Manual

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CENTER FOR  
**AGRICULTURE &  
FOOD SYSTEMS**



UCONN  
**RUDD CENTER**  
FOR FOOD POLICY & OBESITY



**PUBLIC HEALTH  
LAW CENTER**  
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United States Department of Agriculture  
National Agricultural Library

## BACKGROUND

### What types of laws are we coding?

We are “coding” or analyzing local policies that arguably promote or support access to healthy food, and “that also contribute to improved environmental conditions and/or foster strong local economies, with a particular focus on health equity for socially disadvantaged and marginalized groups.”

1. **“Policy”:** A policy is a written law or regulation, or organizational policy, formally adopted or passed by a government entity. These may include ordinances, resolutions, codified laws and administrative policies.
2. The policy must have some connection to access to food. Ideally, the policy/law should promote **access to healthy food** through a lens of the experiences of socially disadvantaged and marginalized groups. We will use existing food policy databases and run searches in databases of codified laws to identify policies related to access to food, and healthy food in particular.
3. **Local level:** The policy must be passed or adopted by municipal government—town, city, county, local board of health. We do not include policies adopted by school boards, park and recreation boards or similar types of local government entities.

### How are potential laws identified?

We identified potential laws for inclusion in three ways:

- 1) First, we looked through the [Growing Food Connections Local Government Policy Database](#) for laws (ordinances and codes).
- 2) Second, we conduct searches in databases of codified town, city, and county laws to identify relevant laws. We used the following databases: Municode, American Legal Publishing, Sterling, and eCode. We have to create search strings tailored for each database because their search engines operate differently. We identified the types or topical categories of laws to focus on based on our combined experience and expertise in working on food systems and healthy food policy. The list of topics/categories of laws that we have looked for continues to grow, and is available upon request.
- 3) We also identify laws through an ad-hoc process, by referrals, review of municipal codes, and online searches targeting jurisdictions that may not be represented by the municipal code databases.

### What types of laws are excluded from analysis?

The HFPP focuses on laws, so policies that are aspirational or advisory or that establish a framework but do not in and of themselves create requirements, set standards, provide

incentives, create a helpful exemption, or otherwise make a change that would support or promote access to healthy food are excluded from analysis. Examples include:

- resolutions stating a commitment to promoting healthy food access without requiring some kind of specific, defined, policy-related action within a defined time period;
- ordinances or resolutions approving the acceptance of grants for a healthy food access related initiative, or honoring a person or entity for healthy food access related work
- comprehensive plans and other kinds of plans;
- policies that establish a food policy council, or workgroup, taskforce, commission, or similar body, *unless* the body is charged with taking specific, identifiable policy actions within a defined time period;

The HFPP also seeks to highlight innovative laws that promote access to healthy food. For example, if a law addressed breastfeeding in the workplace but did so in a way that actually could create barriers for this practice, we did not include it. We also excluded or limited the following:

- laws that relate to transfer of development rights from agricultural zones to non-agricultural zones; while these are important laws and support farming, their direct link to healthy food production is often unclear;
- laws that merely establish regulations for composting; however, if the law addressed the distribution of compost (for example, prioritizing community gardens or community residents for receiving the compost), it was included;
- except for some policies included in the Growing Food Connections database as May 2016, we also are excluding zoning law provisions that merely identify permitted uses in various zones, due to their length and complexity;
- we included a few examples of laws that exempt nursing mothers from indecent exposure laws, public nudity laws, and similar laws but did not include these laws in a comprehensive manner because we quickly realized that these types of laws are numerous;
- laws that merely mention breastfeeding as part of paid parental leave relating to the birth or adoption of a child without providing specific support or protection for breastfeeding mothers;
- general food safety and handling laws; general food labeling laws, and sanitation laws
- general requirements that kitchens be included in residential structures; however, if the law required kitchens to be included in boarding houses, rooming houses, or addressed communal kitchens in parks, manufactured home parks, and the like, it was included;
- laws approving budgets or appropriations for farmers' markets or community gardens, unless they were part of laws regulating these activities.

Also, we did not code definitions (for terms such as “farmers’ market” or “community garden”) as stand-alone laws unless the definition also includes requirements or restrictions, or the definition stood out as being unusual in some way.

## THE CODING PROCESS

For all laws identified as relevant to the project, we will apply the coding process explained below. This manual was designed to be used with the Coding Spreadsheet (in Excel) or the Google Coding Form that has been developed specifically for this project. Each law was coded by a team of at least two coders. Then, their combined coding results were reviewed by the attorney supervising the coding process.

Note that we are using the word “code” in two very different ways. As a noun, we use it to mean “codified law.” As a verb, we use it to mean “to analyze or assess using the process set forth in this manual.” Here are a few general rules:

### *General Coding Guidelines:*

- **When looking at codified laws, you will code the whole piece of law, not just one subsection:** For example, if you are looking at a piece of code (a codified law) that establishes a farmers’ market and requires farmers’ markets to accept payment through WIC or SNAP, do not just code (analyze) the subdivision that creates an incentive to accept WIC or SNAP; code the entire law (with all subdivisions) relating to how farmers’ markets can be established, are regulated, etc. Most of the time, this should not be an issue, especially with codified laws—it will be easy to determine what the larger body of code is; but sometimes, you may have to use some judgement to determine this. If questions come up about this as you are coding, ask the supervising coder. In addition, sometimes you may have to “look up” or “look down” within the code to the larger chapter or section, to find information relating to the vision (definitions, purpose/intent/findings); linkages to priority populations, health, environment, or economy; implementation; and/or enforcement. In these situations, coders should not look beyond the specific chapter/title/article—so, for example, if the law is in Chapter 17, Public Health, a coder should not look beyond Chapter 17, even though Chapter 1 (General Administration) might have relevant provisions.
- **For uncodified laws such as ordinances or resolutions, you will only code the ordinance or resolution, and not the larger piece of law it may fit into:** An ordinance either may create an entirely new law or may amend an existing municipal code, in several areas. “Resolutions” are often used to formally adopt administrative policies. When coding these, you will only code the actual ordinance or resolution; if the ordinance (or resolution) states that it is creating a “new chapter XX” or “amends Chapter XX.2 ...” or similar language, you should note that kind of language in the legal landscape column, but do not go to the codified laws and try to look at those already-codified sections.
- **For uncodified ordinances that are amending something, where additions and strikeouts are included, code the ordinance through the lens of how it is changing the law.** This does not mean to code stricken out language as part of the law. Rather, look at how the strikeouts and additions are changing the law and use that holistic understanding to inform how you code the law.

- **For uncodified laws, do not treat the summary of the law that typically appears at the beginning of an ordinance document as part of the law.** This summary can provide useful information and help a reader get a quick understanding of the law, or be used to develop the text for the “summary” section of the coding sheet. Nevertheless, it is not part of the law itself. If a coder believes the summary contains relevant information that is not captured elsewhere in the coding process, the coder can include information from this summary information in a relevant notes section.
- **Uncodified laws may also come with attachments, memos, fiscal notes, or other parts that make up the legislative history of the law. Most of the time, these extra parts should NOT be considered part of the law.** However, coders must read these carefully to determine whether they should be included in the coding process and in what way. For example, a Seattle law that established a farmers’ market program included an attachment that laid out the rules for a pilot program that was the basis for the law.  
See: <http://growingfoodconnections.org/wp-content/uploads/sites/3/1970/01/98-SeattleWA-FarmersMarket-Ord-123090-2009.pdf>

This is a close call, but the information in the Attachment A should not be coded because these rules applied to the pilot program. However, sometimes these memos or cover sheets may provide information about the intent or purpose of the law. In this case, **include information from these in a notes column.**

- **Provide more details/info, not less:** Please err on the side of providing more notes and information rather than less.
- **Provide citations as much as possible:** When referring to specific words, phrases, or concepts used in the law, provide citations to the specific subdivisions or sections that you are referring to, so that a supervisor or other coder can easily find the words or concepts in the law itself if there are any questions, and better understand your thought process.
- **Refrain from interpreting the law as much as possible:** A key goal of this project is to identify when certain language is being used in the law and to note that. It is not a coding role to judge the quality of the law, or how well it is achieving a stated goal. Coders will focus on the explicit language of the law. Also, generally assume that if you are given a law to code, it fits within the scope of this project unless it seems really off-base (because accidents do happen!). In that case, feel free to double-check with the supervising coder.

Section	Instructions and Examples
<p><i>Please input your name/initials of your team members and the policy ID number before you begin coding.</i></p>	
<p><b>1. Background</b></p>	<p>This section will include the law with a hyperlink to a database (maybe to the Growing Food Connections database or other database); a hyperlink to the specific law; information about the jurisdiction that passed the law; and information about the legal landscape in which the law is situated.</p>
<p><b>1.A. Code Citation</b></p>	<p><i>Example: Metro Government of Nashville and Davidson County, Tenn., Code § 2.224.010 through -.050 (2016).</i></p> <p><b><i>For codified laws</i></b>, provide the citation for the entire section, or chapter, or title, or whatever unit term is used, for the entire law that is being coded—do not cite to just one subsection or subdivision of the law.</p> <p><b><i>For uncodified laws</i></b> (typically, this will be ordinances, but may be resolutions sometimes) provide the ordinance number and date it was adopted. Keep in mind that different jurisdictions use different terms and formats for naming and organizing their ordinances, but a typical approach is to use the year, and then a number, such as 15-243 or 2015-243, which might mean—the 243d ordinance passed in City X in 2015.</p>
<p><b>1.B. Jurisdiction</b></p>	<p>Choose the jurisdiction that passed the law.  <i>Example: Town, City, County, City &amp; County, Other.</i></p>
<p><b>1.B(1). If you chose “other”, please specify.</b></p>	<p>Note if there is more than one jurisdiction or any other observation that does not easily fit under 1.B.</p>
<p><b>1.B(2). Name of town/city/jurisdiction.</b></p>	<p><i>Example: Baldwin Park, Mankato</i></p> <p><i>Some jurisdictions have names that indicate some kind of combination—such as “Twin Cities Metropolitan Council”. Make sure to use the exact name—do not try to interpret or call this “Minneapolis and St. Paul,” for example.</i></p>
<p><b>1.C. State</b></p>	<p>Note the state in which the jurisdiction is located (postal abbreviation only).  <i>Example: TN, VT</i></p>

<p><b>1.D. Legal landscape</b></p>	<p>This section helps the reader understand where the law fits in the jurisdiction’s code, and provides information about its legislative history.</p> <p><b><i>For codified laws,</i></b></p> <p><i>a. Identify the Title, Chapter, and/or section of the code that the law is part of—where the law sits within the larger code.</i></p> <p><i>b. Include references to ordinances that created and/or amended the law—usually found at the end of each paragraph or section, or in endnotes. Check all sections of the law to make sure you capture all the relevant ordinances. <b>Example:</b> History: 96-Or-005, 2-9-96; 2008-Or-015, 1-5-2008.</i></p> <p><b><i>For uncodified ordinances,</i></b></p> <p><i>a. Note that it is an uncodified ordinance and quote any language referring to where the uncodified ordinance will sit in the larger code, or what part(s) of the code it amends, or if it is adding a new section or part of law.</i></p> <p><i>b. Include the ordinance number (and/or file number or bill number, or whatever system the jurisdiction uses), and include the date the ordinance was passed.</i></p>
<p><b>1.E. Section Notes</b></p>	<p>Include additional references/ordinances/language here if necessary. If the law is an uncodified ordinance but you determine that it has since been codified, you could note that here and include a link if possible. Similarly, if the law is codified but you have the uncodified ordinance, you could include a link the uncodified ordinance. If you don’t have any additional information to include here, please type N/A.</p>
<p><b>2. Intensity</b> – This section is designed to provide a sense for what kind of policy it is and how much impact it is likely to be able to have.</p>	
<p><b>2.A(1) and 2.A(2). Type of strategy</b></p>	<p><i>View in terms of promoting access to healthy food and think about the law holistically, and not just specific parts.</i></p> <p>Select from dropdown menu:</p> <ol style="list-style-type: none"> <li><b>1. Creates a fund or enables access to a funding stream in a way that promotes or supports access to healthy food in some way</b> by allowing a community to tap into a new or existing local, state or federal funding stream.</li> </ol>

	<ol style="list-style-type: none"><li data-bbox="537 268 1443 527"><p><b>2. Creates an incentive for a change in practice or behavior to promote or support access to healthy food in some way—</b> such as a tax break, or discount on a permit or licensing fee; provision of favorable marketing or a “seal of approval”; provision of technical assistance or other kinds of assistance; this would be something voluntary, that someone chooses to participate in, and is not required.</p></li><li data-bbox="537 562 1443 667"><p><b>3. Requires something or sets standards that must be followed, and in a way that promotes or supports access to healthy food in some way.</b> Many laws will fall in this category.</p></li><li data-bbox="537 703 1443 1073"><p><b>4. Expressly allows something in a way that promotes or supports access to healthy food in some way.</b> NOTE: Try not to automatically choose “expressly allows something” as well for laws in that fit #3 (“requires something”), because laws that require something inherently allow that thing. The “expressly allows” category should be used when there is language that explicitly allows something that has some connection with access to healthy foods and that may not have been clearly allowed before, such as allowing community gardens to be in residential zoning districts. <i>See #7 below too.</i></p></li><li data-bbox="537 1108 1443 1297"><p><b>5. Prohibits/discourages something in a way that promotes or supports access to healthy food in some way.</b> Examples: laws that prohibit sugary drinks from being the default option with children’s meals in restaurants; laws that require warning labels on high-sodium menu options.</p></li><li data-bbox="537 1333 1443 1543"><p><b>6. Provides education, promotes awareness, or provides information to the public</b> or another audience in a way that promotes or supports access to healthy food—creates an educational campaign; requires disclosures of information; or teaches skills. <b>Example:</b> menu labeling laws; laws that fund gardening skills programs.</p></li><li data-bbox="537 1579 1443 1871"><p><b>7. Creates an exemption or deregulates something or someone in a way that supports or promotes access to healthy food in some way.</b> Examples include: an ordinance that modifies a law to exempt someone or some party from the law. <b>Example:</b> allowing grocery bags on busses when food is otherwise prohibited on busses. NOTE: a law that creates an exemption will also “expressly allow” something. If the focus of the law is on exemptions, putting it in this category is a better choice over</p></li></ol>
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	<p>the more generic “expressly allows something” (#4) category above.</p> <p><i>If you cannot identify a second type of strategy for 2.A(2), please select “Not Applicable”.</i></p>
<p><b>2.B. Reach</b></p>	<p><i>Is the law a law of general applicability, or does it apply only to a specific part of the jurisdiction (such as, only to government property; or only to a specific park); or does it have a voluntary component, so that a person or entity can opt in (such as a program, or a grant opportunity), or does it use words like “encourage” instead of “must” or “shall”?</i></p> <p><i><b>NOTE:</b> The default is that the law has a community-wide scope; if not community-wide, then you <b>MUST</b> provide an explanation for why you think the law is “limited scope.” If there’s a mandatory and a voluntary component, weight the mandatory component.</i></p> <p>Select from dropdown menu:</p> <p>(1) <b>Community Wide Scope</b>—a law of general applicability; could also be an educational campaign that is for the whole community and not just one part (e.g., not just for some schools, or at specific parks). A law that applies to <b>all</b> park and recreation property will be considered “community-wide” if passed by a city or county council, but not if it applies to just one park. Zoning laws are community wide laws.</p> <p>(2) <b>Limited Scope</b>—only applies to a part of a community—such as only certain parks or neighborhoods, or includes a voluntary component, such as healthy food financing initiatives.</p> <p>The following types of laws are limited-scope laws:</p> <ul style="list-style-type: none"> <li>• <b>Organizational or administrative policy, such as county healthy vending policy; and executive orders</b>—these have an inherently limited scope because they only apply to whatever the executive branch or the agency in question can control, or to government property; but they provide important role-modeling value.</li> <li>• <b>Creates an incentive, but not a requirement</b>—these are voluntary because entities choose to participate.</li> <li>• <b>Creates eligibility for a tax break</b>— these are a type of incentive.</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Grant programs</b>—laws that establish of funds, with or without appropriations attached to the specific law, because these create opportunities that are voluntary, not mandatory requirements, and so not everyone can/will participate.</li> <li>• <b>Something that establishes a program</b>—program participation is voluntary.</li> </ul>
<p><b>2.B(1). If you chose “limited-scope”, please explain your response.</b></p>	<p>Explain what part or area of the community the policy applies to; or if it’s a voluntary program, who can participate in the program; or what is the voluntary component; and any other reason why you coded it as having a limited scope.</p>
<p><b>2.C. Does the law contain exemptions that lessen its effectiveness or impact in promoting access to healthy food?</b></p>	<p><i>If it is a law of general applicability, does it have exemptions or loopholes that would significantly lessen its impact or effectiveness in promoting or supporting healthy food access? For example, if a law that requires that the default beverage for children’s meals in restaurants to be water or milk also includes an exemption for quick-service restaurants, this exemption would cause the law to have much less impact than the same law without the exemption.</i></p> <p>Select from dropdown menu:</p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• Unclear</li> </ul>
<p><b>2.C(1). If “yes”, describe what the exemptions are.</b></p>	<p>Quote from the law where helpful, and provide a citation to the section with the exemption(s). If “unclear”, please explain why.</p>
<p><b>2.D. End date</b></p>	<p><i>Does the law itself have an expiration date/sunset date?</i></p> <p><b>NOTE:</b> <i>We are interested in whether the law itself expires or ends in some way, but not in any time limitations, such as a deadline to apply for a grant or license, or a periodic cycle identified in the law for a program that the law created. However, if the law creates a pilot program or a program that will exist for only a defined period of time and then will cease to exist at all, use the end date of the program as the sunset date. However, if it is an ongoing program that has periodic cycles, the end date of the cycle is not considered a sunset date.</i></p> <p>Select from dropdown menu:</p> <ul style="list-style-type: none"> <li>• Yes</li> </ul>

	<ul style="list-style-type: none"> <li>• No</li> <li>• Unclear</li> </ul>
<b>2.D(1). If “yes”...</b>	Provide date and citation. If “unclear”, please explain why.
<b>2.E. Section Notes</b>	Include any additional notes here. If none, please write N/A.

**Guidance for coding in the Vision and Linkages sections:**

For uncodified laws, include “whereas” clauses in coding, no matter where they appear.

However, as explained above in the General Coding Guidelines section, do not include the drafter’s summary or other summary of the law (typically appearing above text that says something like: “Be it enacted by...” or “Be it Ordained by...” or “The City Council Hereby Approves and Adopts,” and similar language). See Seattle Farmers Market law example below (number iii).

Here are some examples to help illustrate the issue:

- i. <http://growingfoodconnections.org/wp-content/uploads/sites/3/1970/01/17-WashingtonDC-Law18-0353-2011.pdf>  
Do not code the summary language above the “Be It Enacted . . .” line.
- ii. <http://growingfoodconnections.org/wp-content/uploads/sites/3/1970/01/67-NYC-LocalFoodProcurementGuidelines-LocalLaw50-2011.pdf>  
Do not code the summary language below “A LOCAL LAW” and above the “Be it enacted. . . .” line.
- iii. Another example: <http://growingfoodconnections.org/wp-content/uploads/sites/3/1970/01/98-SeattleWA-FarmersMarket-Ord-123090-2009.pdf>  
Do not code the summary paragraph on the first page of the ordinance that starts “AN ORDINANCE . . . .”, but DO code the “WHEREAS” clauses.
- iv. Another example: <http://growingfoodconnections.org/wp-content/uploads/sites/3/1970/01/43-MontgomeryCoMD-AccessoryCommercialKitchenZoningOrdinance17-15--2012.pdf>  
The “Opinion” section includes what could be construed as findings, also has legislative history. But it is not law nor part of the law, so do not code it. If there is relevant information that is not captured in the actual law, mention it in the notes sections of the relevant coding areas.

For the “intent/purpose” section in codified laws, do not code the summary of the ordinance/law as the intent or purpose. Compare:

*§ 205.04 Restrictions on the Keeping of Farm Animals and Bees*

*Anyone proposing to keep farm animals or bees on a property in the City of Cleveland shall apply for a two (2) year license from the City of Cleveland through its Department of Public Health on a form provided by that office, with payment of a fee set by the Board of Control.*

vs.

*SEC. 471.2. TITLE AND PURPOSE. This Ordinance shall be known as the "Healthy Food Incentives Ordinance." The intent of this Ordinance is to improve the health of children and adolescents in San Francisco by setting healthy nutritional standards for children's meals sold at restaurants in combination with free toys or other incentive items. These standards will support families seeking healthy eating choices for their children by permitting restaurants to give away free toys and other incentive items in combination with foods only if those foods meet specified nutritional criteria. This Ordinance imposes no requirements or regulations for the advertising or labeling of food or beverages or the disclosure of ingredients*

For the first example, that language is just a summary of what the law requires and does not qualify as a description or statement of its intent and purpose. The second example is a classic example of an intent or purpose statement.

**3. Vision:** This section notes whether and to what extent the law/policy includes findings, a purpose or intent statement, or definitions that explain the goals of the policy/law. Language relating to food access, health, positive environmental or economic impacts is most relevant.

<b>3.B. Are there findings in the law?</b>	Select from dropdown menu: <ul style="list-style-type: none"><li>• Yes</li><li>• No</li><li>• Unclear</li></ul>
<b>3.B(1). If you answered "yes"...</b>	Provide a short, high level summary and include citations. If "unclear", please explain why.

<p><b>3.B(2). If “no”, are there findings in the larger section, title, article, or chapter which the law is part of?</b></p>	<p>For codified laws, you may have to look elsewhere (up or down) in the larger chapter/title/article/section—to the chapter or section that the specific piece of law is in, to find this information. If so, please capture that in the appropriate places in the coding sheet. But coders should stay within the specific chapter, title, article, etc.—do not look through the entire set of codified laws for the jurisdiction.  <i>NOTE: For codified laws, findings may not be included and may only be in the uncodified version. You will have no way to know this by looking at the codified version—just keep to the language within the code.</i></p> <p>Select from dropdown menu:</p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• Unclear</li> <li>• Not applicable</li> </ul>
<p><b>3.B(3). If you answered "yes" to 3.B.2...</b></p>	<p>Provide a citation and a high level summary of the findings. If you answered “unclear”, please explain why.</p>
<p><b>3.C. Is there an intent or purpose or similar section?</b></p>	<p>Select from dropdown menu:</p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• Unclear</li> </ul>
<p><b>3.C(1). If you answered “yes”...</b></p>	<p>What does it say (cut and paste if short, summarize if long) and include citation. If you answered “unclear,” please explain why.</p>
<p><b>3.C(2). If “no”, is there an intent or purpose or similar section or in the larger section, title, article, or chapter which the law is part of?</b></p>	<p>For codified laws, you may have to look elsewhere (up or down) in the code—to the chapter, article, or title that the specific piece of law is in.  <i>NOTE: For codified laws, the intent or purpose section may not be included and may only be in the uncodified version. You will have no way to know this by looking at the codified version—just keep to the language within the codified law.</i></p> <p>Select from dropdown menu:</p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• Unclear</li> <li>• Not applicable</li> </ul>
<p><b>3.C(3). If you answered "yes" to 3.C.2</b></p>	<p>Provide a citation and a high level summary of the intent/purpose section. If you answered "unclear," please explain why.</p>

<p><b>3.D. If there are findings or an intent/purpose section included in any relevant areas, do any of these sections include data or information specific to the jurisdiction?</b></p>	<p>Look for data or information that is about the specific jurisdiction—town, city or county; a reference to county-specific data for a city qualifies as being specific enough. <i>If it is state level or national level data or information, however, this is not considered jurisdiction-specific. Also, general statements such as “The town of Claremont finds that climate change is occurring,” without more, are not considered jurisdiction specific simply because they include the town’s name. Ideally, there should be data specific to the jurisdiction, such as: “The town of Claremont finds that 33% of its residents lack sufficient access to healthy food.” However, even a statement that is more general but which could be empirically proven can still qualify: “The town of Claremont finds that child and adult obesity rates are increasing within the town.”</i></p> <p>Select from dropdown menu:</p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• Unclear</li> <li>• Not applicable</li> </ul>
<p><b>3.D(1). If “yes”...</b></p>	<p>Describe up to 2 examples of the jurisdiction-specific information that are included and include citations. If “unclear”, please explain why.</p>
<p><b>3.E. Are there definitions in the law?</b></p>	<p>Select from dropdown menu:</p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• Unclear</li> </ul>
<p><b>3.E(1). If “yes”...</b></p>	<p>Include citation where definitions can be found. If “unclear”, please explain why.</p>
<p><b>3.E(2). If “no”, are there definitions in the section, title, article, or chapter that the law is part of?</b></p>	<p>For codified laws, you may have to look elsewhere (up or down) in the larger chapter, title, article, section, etc. in which the specific piece of law is in. However, do not go beyond the specific chapter, title, article, etc. for this information.</p> <p>If definitions are not clearly identified—if a definition is embedded in a substantive provision, the answer should be “unclear” and note that the definition is embedded in a substantive provision with the cite.</p> <p><i>NOTE: For UNcodified laws, definitions may be included in the codified version. You will have no way to know this by looking at</i></p>

	<p><i>the uncodified version—just keep to the language in the document you are coding.</i></p> <p>Select from dropdown menu:</p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• Unclear</li> <li>• Not applicable</li> </ul>
<p><b>3.E(3). If “yes”...</b></p>	<p>Include citation. If “unclear”, please explain why.</p>
<p><b>3.F. Section Notes</b></p>	<p>Please use this space to record any other notes or questions relating to the definitions, findings, intent or purpose of the law. If none, please write N/A.</p>
<p><b>4. Priority Population:</b> This section notes whether the law specifically addresses socially disadvantaged groups or marginalized groups in some way, based on the language of the law or based on other objective factors or key words.</p>	
<p><b>4.A. Does the law prioritize or have a focus on or is otherwise particularly relevant to a socially disadvantaged group?</b></p>	<p><i>For codified laws, if you had to look elsewhere (up or down) in the larger chapter, title, article, section, etc. in which the specific piece of law is in for purpose/intent and/or definitions sections, then check these sections again for relevant language here.</i></p> <p>Select from dropdown menu:</p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• Unclear</li> </ul> <p><i>The following are examples of laws or key words that should result in a “yes” in this section: law relates to multi-unit housing; renters; children; seniors; immigrants; low-income; food deserts; insufficient access to fresh food outlets; people with disabilities; SNAP/EBT access; federal nutrition programs; underserved; economically disadvantaged, laws relating to mass transit use (buses, subway, trains); “inner-city”; food desert; law refers to culturally appropriate or culturally relevant food, “affordable” food, etc.</i></p> <p><i>Keep in mind the reference language should apply to the law you are coding. <b>For example:</b></i>  <i>-If you are coding a community garden law that is in a zoning code and the general zoning purpose chapter for the code lists</i></p>

	<p><i>“improving the community for the benefit of children and seniors” as a goal, then you should code this as a “yes.”</i></p> <p><i>-If you are coding a community garden law that is in a zoning code, and the general zoning purpose chapter for the code lists family child care as a permitted use, the word “child” does not earn a “yes” answer in this category.</i></p> <p><i><b>NOTE:</b> A mere reference to “donation” of food is not significant enough to earn a “yes.” This is because the purpose of the donation may be more focused on food disposal, rather than an effort to increase food access for a particular group. (You may choose “unclear” with an explanation or “no.”) However, if the law refers to “donation to a food bank or other nonprofit entity serving the needy,” this should be coded a “yes” and the language noted.</i></p>
<p><b>4.A(1). If “yes”...</b></p>	<p>Please provide up to 2 examples of words or phrases that indicate this, choosing what you think are the best examples, including citations.</p> <p><i>Example: The law refers to “food deserts” and “underserved areas.” § 142-1 (a).</i></p> <p>If “unclear”, please explain why.</p>
<p><b>5. Linkages: Health/Environmental/Economic linking words</b></p>	
<p><i>Look for specific words that state or suggest a goal related to improving or protecting health; fostering improved environmental conditions or outcomes; or contributing to the community’s economic vitality (see list of examples below—but examples are not exhaustive or exclusive).</i></p>	
<p><b>5.A. Are there words that refer to or suggest a goal related to improving or protecting health?</b></p>	<p><i>For codified laws, if you had to look elsewhere (up or down) in the larger chapter, title, article, section, etc. in which the specific piece of law is in for purpose/intent and/or definitions sections, then check these sections again for relevant language here.</i></p> <p>Select from dropdown menu:</p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• Unclear</li> </ul>
<p><b>5.A(1). If “yes”...</b></p>	<p>Provide up to 2 examples of words or phrases that show this link, choosing what you think are the best examples, including citations. If “unclear”, please explain why.</p>

	<p><i>Example: Sec. 8-637(b) states that vendors are encouraged to offer foods that meet specific nutritional standards.</i></p> <p><i>Look for words such as health/healthy; fresh produce or fresh fruits and vegetables (except do not code a mere reference to produce grown at community gardens as a health linkage if that is the only reference to produce; and do not assume a farm stand or farmer’s market is intended for the sale of fresh produce, unless that is specified); “minimally-processed”; food desert, nutrition, obesity, overweight, chronic disease (and specific chronic diseases such as cancer, heart disease, diabetes, asthma, stroke, hypertension); food insecurity; hunger; traditional foods; culturally appropriate/relevant; thriving, and related words.</i></p> <p><i>Reference to food safety compliance or sanitation, or “public health, safety and welfare” is enough to answer “yes” to this section.</i></p> <p><i>Reference to “resilience” by itself, or water, or sweeteners, is NOT enough to signify a health linkage.</i></p> <p><i>Note the specific words as much as possible, but you also may provide a summary if needed.</i></p> <p><i>Keep in mind the reference language should apply to the law you are coding.</i></p> <p><i><b>For example:</b></i></p> <p><i>-If you are coding a community garden law that is in a zoning code and the general zoning purpose chapter for the code lists “improving the health of the community” then you should code the health linkage answer as a “yes.”</i></p> <p><i>If you are coding a community garden law that is in a zoning code and the general zoning purpose chapter for the code lists “creating healthier businesses” as a goal, the use of the word “healthier” alone is not enough to earn a “yes” response in this category. However, this language may qualify for a “yes” in the next category, relating to supporting the local economy.</i></p>
<p><b>5.B. Are there words that refer to or suggest a goal of fostering improved</b></p>	<p><i>For codified laws, if you had to look elsewhere (up or down) in the larger chapter, title, article, section, etc. in which the specific piece of law is in for purpose/intent and/or definitions sections, then check these sections again for relevant language here.</i></p>

<p><b>environmental conditions?</b></p>	<p>Select from dropdown menu:</p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• Unclear</li> </ul>
<p><b>5.B(1). If “yes”...</b></p>	<p>Provide up to 2 examples of words or phrases that show this link, choosing what you think are the best examples, including citations. If “unclear”, please explain why.</p> <p><i>Look for words such as: sustainability, energy efficient, preserve farmland, soil resilience, pollinators, local foods, reduce emissions, “green”, traditional food ways. Code these as “yes” (unless, in the case of e.g., sustainability, it is clear from the context that an environmental connotation was not intended.) Laws that support low emission modes of transportation such as bicycling and walking; and related words/phrases should also be coded as “yes.”</i></p> <p><i>Note the specific words as much as possible, but you also may provide a summary if needed.</i></p> <p><b>NOTE:</b> <i>The following are not sufficient to show an intent to foster improved environmental conditions, by themselves:</i></p> <ul style="list-style-type: none"> <li>• <i>Laws that reference composting without language indicating an environmentally-focused purpose for the same</i></li> <li>• <i>A requirement that mobile food trucks provide a garbage can</i></li> <li>• <i>A reference to solar panels or similar equipment (e.g., as part of a list of structures exempted from height requirements in a zoning law)</i></li> </ul> <p><i>However, if the reference included a statement such as—“because the city is concerned about increased litter and unsanitary conditions, a garbage can for food waste is required . . .”, then this WOULD be sufficient to show a concern about health or the environment.</i></p>
<p><b>5.C. Are there words that refer to or suggest a goal related to promoting or supporting the community's economy?</b></p>	<p>For codified laws, if you had to look elsewhere (up or down) in the larger chapter, title, article, section, etc. in which the specific piece of law is in for purpose/intent and/or definitions sections, then check these sections again for relevant language here. We are looking for words that suggest affirmative, proactive action to support or improve the local economy.</p> <p>Select from dropdown menu:</p> <ul style="list-style-type: none"> <li>• Yes</li> </ul>

	<ul style="list-style-type: none"> <li>• No</li> <li>• Unclear</li> </ul>
<p><b>5.C(1). If “yes”...</b></p>	<p>Provide up to 2 examples of words or phrases that show this link, choosing what you think are the best examples, including citations. If “unclear”, please explain why.</p> <p><i>Look for words such as: grants, funds, economically disadvantaged, EBT/SNAP or WIC or federal nutrition programs, economic development, community development, livable wage, economic, thriving; local food, locally grown food and related words. Also, provisions that relate to job creation or providing employment preferences for community members would also be relevant, and laws that allow on-site sales of produce from community gardens.</i></p> <p><i>Note the specific words as much as possible, but you also may provide a summary if needed.</i></p>
<p><b>5.D. Section Notes</b></p>	<p>Provide additional notes here as needed. If none, please write N/A.</p>

**6. Implementation:** Implementation includes the roll out or launch of the laws, how it is to be administered, everything *up to* enforcement of the law. Look for whether the laws includes steps or instructions that set out what the government entity must do implement or administer the law

Of primary interest is any language that addresses implementation of the law that is specifically relevant to the goals of access to healthy food, in connection with promoting health, the environment, and the economy, and addressing needs of socially disadvantaged groups.

For codified laws, coders may have to look elsewhere (up or down) in the larger chapter, title, article, section, etc. in which the specific piece of law is in. However, do not go beyond the specific chapter, title, article, etc. for this information.

<p><b>6.A. Effective date</b></p>	<p><i>Sometimes, another law may state when laws become effective in that jurisdiction, but those are beyond the scope of this review. Just look at the specific piece of law that you are coding. If the law creates a pilot program or a program that exists only for a defined period of time (and then will cease to exist), consider the beginning date of the pilot or the time limited program as the effective date. An “operative date” (or similar word) is probably not the same as the “effective” date. A law may go into effect, but implementation or enforcement may be delayed to give people time to make changes to comply with the law (e.g., make new menu boards to comply with a menu labeling law)</i></p> <p>Select from dropdown menu:</p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• Unclear</li> </ul>
<p><b>6.A(1). If “yes”...</b></p>	<p>Include the date and citation. If “unclear”, please explain why.  <i>Example: 30 days after passage. § 8.32.010.</i></p>
<p><b>6.B. Does it state which governmental entity or staff person is responsible for implementing the policy?</b></p>	<p><b>NOTE:</b> If you answer “no” to whether there is an implementation process (see 6C below), then there probably is no person/office identified.</p> <p>Select from dropdown menu:</p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• Unclear</li> </ul>
<p><b>6.B(1). If “yes”...</b></p>	<p><b>Identify who is responsible, note position, and include citation. If “unclear”, please explain why.</b></p> <p><i>Err on the side of listing all identified parties.  Example: City clerk and the Planning Commission. §§ 8-363 and 8-364, respectively.</i></p>

<p><b>6.C. Does the law outline a process for implementing the law or policy from an administrative standpoint?</b></p>	<p><i>Of primary interest is any language that addresses implementation of the law that is specifically relevant to the goals of access to healthy food, in connection with promoting health, the environment, and the economy, and addressing needs of socially disadvantaged groups. Does it include steps or instructions for what the government entity must do to implement or administer the law? Does the law say what a government official or department must or should do to operationalize or give effect to the law, (e.g., create an application form that includes certain things, approve a site plan, or provide notices.)? If you answered “yes” to 6.B above, it is highly likely that you will need to answer “yes” here as well.</i></p> <p><i>A statement that a department or official “shall” or “must” (or similar mandatory language) make rules or regulations to implement the law qualifies as a “yes.” A statement that a department or official “may” (or similar permissive language) make rules or regulations to implement the law does NOT, by itself, qualify as a “yes.” There must be additional guidance or directions as well.</i></p> <p>Select from dropdown menu:</p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• Unclear</li> </ul> <p><i><b>NOTE:</b> Often, the answer will be “no.” But we are not analyzing how thorough the implementation process is or whether it’s a sufficient process; we are only noting whether one is mentioned or described in the law. This question does not apply to what the regulated entity or community member must do because of the law.</i></p>
<p><b>6.C(1). If “yes”...</b></p>	<p>Summarize details, include citation. If “unclear”, try to explain what you thought was unclear, in terms of understanding the process of implementing the law. If you answered “no” to 6.C. please write N/A here.</p> <p><i><b>Example:</b> The Parks and Recreation Department is charged with reviewing grant applications and can implement regulations, law provides direction about what the grant applications should contain; the city council must approve all grants. Parks director must report to director of finance and council annually. §2.224.010.</i></p>
<p><b>6.D. Is an extra financial or resource investment required?</b></p>	<p><i>This question will usually only apply to laws that set up grant programs, or programs to provide services, or that require some kind of building of physical facilities or infrastructure, or that</i></p>

	<p><i>explicitly require the hiring of new staff (including volunteer staff).</i>  <b>NOTE:</b> <i>Reduced tax revenues do not qualify as an extra financial investment.</i></p> <p>Select from dropdown menu:</p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• Unclear</li> </ul>
<b>6.D(1). If “yes”...</b>	<p>What is the resource investment going towards? Note, for example, if:</p> <ul style="list-style-type: none"> <li>• For staffing (to create a new position)</li> <li>• For creating a fund</li> <li>• For infrastructure changes</li> <li>• Not applicable</li> <li>• Other (explain)</li> </ul>
<b>6.D(1)a. If you answered “unclear” to D</b>	Please explain why you answered “unclear.”
<b>6.D(2). If you identified what the resource investment is going towards in 6.D.1</b>	Include citation.
<b>6.E. If monetary investment or support is needed, is an appropriation included or called for?</b>	<p>Select from dropdown menu:</p> <ul style="list-style-type: none"> <li>• Not applicable</li> <li>• Unclear if applicable</li> <li>• Applicable and yes</li> <li>• Applicable and no</li> <li>• Applicable but unclear if appropriation is included</li> </ul>
<b>6.E(1). If you chose “applicable and yes”...</b>	<p>Include citation.</p> <p>If you chose “unclear if applicable” or “applicable but unclear if appropriation is included”, please explain why.</p> <p>If you have other notes for this section 6, please include them here.</p> <p>If none, please write N/A.</p>
<b>7. Summary of Law</b>	
Provide a brief summary of the law, including key points. This the place where you should essentially summarize what the law does, what requirements it creates. Keep it high level—try	

to figure out the most important details/info to help a reader understand what the law does, but keep in mind that if the reader wants to know more, they can look up the law for themselves. Sometimes, the law itself may provide this summary language—feel free to quote it, and make sure to cite if you do that.

- *Special things to note: If it's a law that relates to public use of government property—such as use of a school kitchen, or community kitchens in parks, for example—please note any liability waiver provisions; if the law provides a tax break, make sure to include the amount or how large the tax break is, and if it is time-limited. If it's a law about community gardening note whether onsite sales are allowed and to what extent (e.g., to whom).*

**8. Enforcement Scheme:** This section addresses how is the law enforced—are there clear, defined consequences for failing to comply with the law? Remember enforcement is different from implementation and administration. For codified laws, coders can look up or down the code for this, but only within the larger chapter/article/title, and NOT throughout the entire code.

*This may not be applicable, depending on type of law. For example, a law that creates a program with voluntary participation is unlikely to need or have enforcement provisions. In addition, some laws may reference another piece of code or law that is not within the same chapter/title/article/etc. that has the enforcement language. If so, it should be noted that the law refers to another chapter/title/article/etc. of the code, and a citation should be included. For example: Refers to Chapter 2, Sec. X for code enforcement process and penalties. Chapter 8, Sec. 403.*

**8.A. Does it designate who (or what agency) is responsible for enforcing?**

*If the law is a codified law and not an uncodified ordinance, coders may have to look elsewhere (up or down) in the larger chapter, title, article, section, etc. in which the specific piece of law is in. But do not go beyond the specific chapter, title, article, etc. for this information.*

As noted above, the law that is being coded may include a statement that enforcement or penalties are addressed in another chapter/title/article of the code. If so, please note the section that is referred to. **For example: Refers to Chapter 2, Sec. X for code enforcement process and penalties. Chapter 8, Sec. 403.**

Select from dropdown menu:

- Yes
- No

	<ul style="list-style-type: none"> <li>Unclear –if you have to go outside the specific chapter/title/article to find the relevant provisions (but there is a reference to another section), this should be unclear.</li> </ul>
<p><b>8.A(1). If “yes”...</b></p>	<p>Note who and include citation. If “unclear”, please explain why.  <i>Example: The police department and inspectional services division. §8-369 (B)(1).</i></p> <p><i>Or:</i></p> <p><i>Refers to Chapter 2, Article X for code enforcement process and penalties. §9-403 (1).</i></p>
<p><b>8.B. Are there specific penalties or consequences for non-compliance?</b></p>	<p><b><i>If the law is a codified law and not an uncodified ordinance,</i></b> coders may have to look elsewhere (up or down) in the larger chapter, title, article, section, etc. in which the specific piece of law is in, for this information. But do not go beyond the specific chapter, title, article, etc. for this information.</p> <p>If the law refers to “remedies for violations” or includes a statement that enforcement or penalties are addressed in another section of the code, this is enough to qualify as a “yes” in this category.</p> <p><i>For example: “Violations of this section are subject to the penalties set forth in Chapter 2, Article X.”</i></p> <p>Select from dropdown menu:</p> <ul style="list-style-type: none"> <li>Yes</li> <li>No</li> <li>Unclear</li> </ul> <p><b><i>NOTE: If the law establishes some kind of program or provides a tax break or incentive that hinges on certain eligibility requirements, and if person falls out of eligibility, that is not considered a penalty or consequence.</i></b></p>
<p><b>8.B(1). If “yes”...</b></p>	<p>Describe and include citation. If “unclear”, please explain why.</p> <p><i>Examples: Law provides for fines as well as revocation, suspension or modifications of licenses. §8-369.</i></p> <p><i>Or: Refers to Chapter 2, Article X for code enforcement process and penalties. §8-403.</i></p>

<b>8.C. Section notes</b>	Include any additional notes here. If none, please write N/A.
<b>9. Evaluation and Performance Measures</b>	
<b>9.A. Does the law include specific measures or refer to a specific process for assessing the law’s performance or how well it is working, and/or if any changes should be made to improve the law?</b>	<p>Does the law call for an evaluation or measure or tracking or annual report or something similar to show that it is changing behaviors, changing practices, resulting in more healthy eating, ACTUALLY improving access to healthy food if that is the explicit purpose, or how it is working to achieve its stated goal? We require a relatively low threshold for this—a detailed, peer-reviewed evaluation is not required, but some kind of evaluation or tracking or monitoring or accountability process should be required to code this as a “yes”.</p> <p>Select from dropdown menu:</p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• Unclear</li> </ul>
<b>9.A(1). If “yes”...</b>	<p>Describe and include citation. If “unclear,” explain why.  <i>Example: Sec. 17.15 states: “The Planning Board shall conduct a biannual review of this bylaw...”</i></p>
<b>9.B. Section notes</b>	Include additional information or notes here. If none, please write N/A.
<b>10. Key Words Description</b>	
<b>10.A. Topical key words</b>	<p>List 5-10 key words or phrases that identify what the subject matter of the law is.</p> <p><i>Think about this in terms of goal of project (healthy food access, economic, environmental) and socially disadvantaged groups. Use terms from the law as much as possible. This list is a work in progress and will evolve.</i></p> <p><i>Example: Farmers’ market, SNAP/EBT, locally grown, economic development, matching funds requirement, underserved areas, nutrition information.</i></p>
<b>10.B(1) and 10.B(2). Food system category</b>	Select from dropdown menu—see definitions below. The fit may seem tangential or not a perfect fit, but pick the ones you think are the best fit.

	<ul style="list-style-type: none"><li>• Grow</li><li>• Process</li><li>• Distribute</li><li>• Get</li><li>• Prepare</li><li>• Surplus/Waste Management</li><li>• Other</li></ul> <p><b>Grow</b> - The process of growing and harvesting fruits, vegetables, and other forms of produce by use of soil, hydroponic/aquaponics/aquaculture, or pasture mediums; and raising or keeping animals and insects for food production or pollination; whether for personal or commercial purposes in urban, suburban, or rural areas (e.g. backyard to large farms). Includes protecting and providing access to resources needed to carry out this process, such as access to land. <i>NOTE: Mention of greenhouses, hoopouses, gardens, or farmland preservation is sufficient for “grow.”</i></p> <p><b>Process</b> - The function of turning fresh produce, honey, meat, fish, and other animal-related foods into forms ready for sale, including through restaurants (and other commercial settings), including value-added processing that changes the physical form of the product (e.g., making berries into jam), and packaging.</p> <p><b>Distribute</b> - The process of transporting and delivering food to wholesale, retail, institutional, and other food access points (such as food shelves, food pantries or food banks). Includes the use of marketing strategies, such as labeling, pricing, placement, promotions, “sell-by” and similar dates, and other marketing techniques; and includes decisions about what types of food will be made available to the consumer, such as procurement decisions.</p> <p><b>Get</b> - Facilities, activities, practices, and systems that affect people’s ability to obtain and consume healthy food including those that affect:</p> <ol style="list-style-type: none"><li>1. The types of food access points available, including food stores of all varieties, restaurants, farmers’ markets, feeding programs, food shelf/pantry or food bank locations. The accessibility of or to food access points, including density or number of outlets; accessibility by bicyclists and pedestrians; and proximity to transit routes and neighborhoods.</li><li>2. What foods are available within access points, including standards or practices that impact the nutritional quality,</li></ol>
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	<p>cultural relevance, value, attractiveness, and other factors relating to appeal and health.</p> <p>3. The affordability of food, including the application of federal nutrition programs such as SNAP and WIC.</p> <p><b>Prepare</b> - Baking, boiling, bottling, canning, cooking, and otherwise making food for private consumption, family gatherings, and other non-commercial purposes.</p> <p><b>Surplus/Waste Management</b> - the process of food recovery, including gleaning; and minimizing, composting, and recycling of food waste or surplus.</p> <p><i>If you cannot identify a second type of food system category for 10.B(2), please select “Not Applicable”.</i></p>
<p><b>10.B(3). If you chose “other”...</b></p>	<p>Specify what it is and explain why. Otherwise, write N/A.</p>
<p><b>11. Overall Notes</b></p>	
<p>Note here anything you think we need to fix or change. If none, please write N/A.</p>	