Chapter 6

Entering Food Items (Ingredients) into the Local Database

CHAPTER OBJECTIVES

After reading this chapter, you will understand how to:

- **Enter food items/ingredients into the local database, step by step.**
- **Delete and modify ingredients in the local database.**

How to Enter Data for New Food Products or Ingredients

By this time, all of the recipes and food items or ingredients to be used in the nutrient analysis should have been identified.

TIP
Some SFAs/schools and State agency staff find it helpful to write the database identification code number next to each ingredient on the copied standardized recipes. This not only helps to identify ingredients that are missing in the database, it increases speed of data entry.

Unless the food product description found in the CN Database or local software database exactly matches the food item your SFA/school is using, you'll need to create a new entry for each food item or ingredient using the nutrient data you obtained, and save it in the SFA local database.

Steps for entering new food items/ ingredients into the software database:

Follow directions provided by your software program to add a food item or ingredient. The following are general steps to enter a new food item or ingredient.

STEP 1
Assign each new food product an identification number

TIP
It is not necessary to create a new food item for a different brand of a generic food item already in the CN Database, such as a particular brand of mayonnaise, canned green beans, etc.

Some software applications allow the user to assign an identification number while others assign identification numbers automatically. Some software also marks locally entered food items with a specific code. Enter an identification number for the new food item/ingredient or use the number assigned by your software.

STEP 2
Enter a description of the food item/ingredient

Give the food item/ingredient a basic name and then add a short description that will help you locate and identify this food item/ingredient in the future, such as fully-cooked, frozen, raw, etc. Some people find it helpful to include the brand name in the description.

For those nutrient analysis software programs that base their "search" feature on the first word of a food item/ingredient, it is important to develop a system of naming food items that will help in locating this food item/ingredient. For example, you may want to describe all food items/ingredients that contain beef by using "Beef" as the first word in the food item/ingredient description; for example, "Beef, Sliced, in Barbecue Sauce, XYZ Brand."

STEP 3
Enter a food category for the food item/ingredient

Assigning a food category makes it easier to conduct a search for the food items. In the above beef example, the food category would be "Entrée".

STEP 4
Identify the source of the data as "Local."

For any food item entered by the local user, the source is always identified as "Local."

STEP 5
If the product is commercially prepared, enter the name of the manufacturer and/or brand name.

The brand name of a commercially prepared product can be very important in ensuring that the correct food item/ingredient is chosen from the database,

STEP 6
Enter the unit(s) of measurement for the food item/ingredient.

Add weight measure(s) for all different sized portions and/or weight/volume measures, if appropriate. It is important that the user enter correct measurement information from the label or other document, as all conversions are based on this entry(s). For items served by volume, a weight/volume relationship must be established. To perform a nutrient analysis

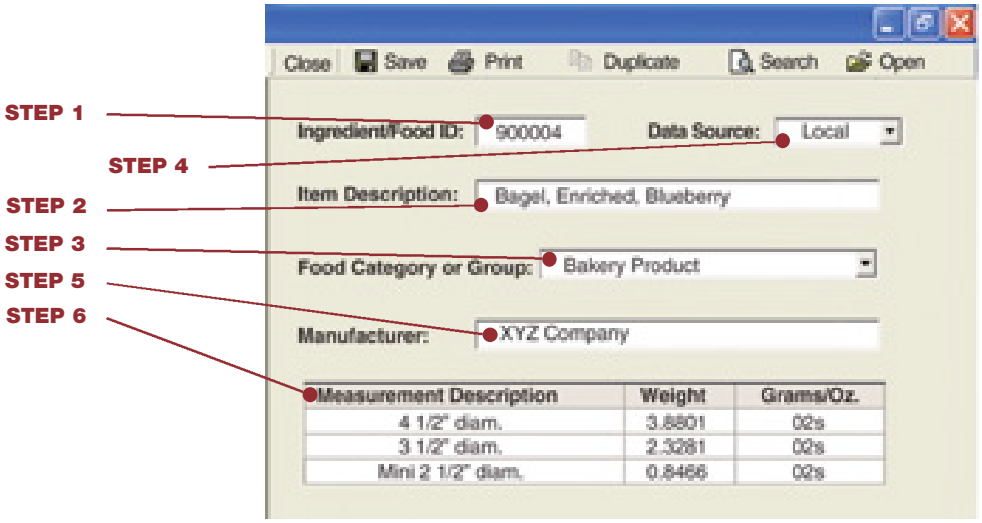
KEY

The software cannot calculate the nutrient analysis of a volume measure unless the weight of a volume measure (teaspoon, tablespoon, cup, etc.) is provided by the user.

of a certain volume of fruit and/or vegetable, you must enter a volume measure and the weight associated with that volume.

Refer to the product information from the Nutrition Facts Label/manufacturer's nutrient data information, the *Food Buying Guide* and other resources[3] that will allow you to determine the serving size description, in weight, and if appropriate, corresponding volume.

Adding Food Items or Ingredients to Your Database

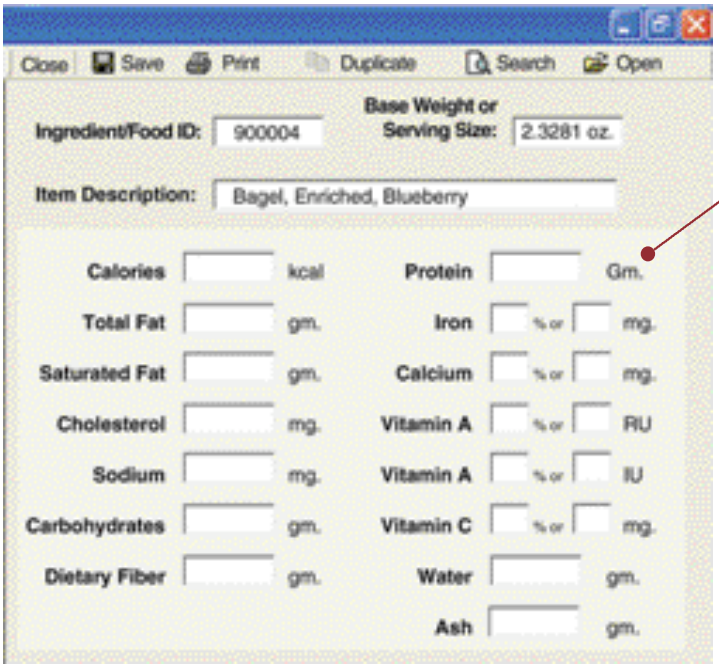


STEP 7
Enter the nutrient composition information

- Enter the base weight (the weight of the food item/ingredient for which the nutrient data has been provided). The base weight/nutrient content can be found on the Nutrition Facts Label or the manufacturer's nutrient data statement.

- Enter the serving size description associated with the base weight (oz, cup, each)

[3] Some other resources that might be helpful are:
Bowes and Church, "Food Values of Portions Commonly Used"
Molt, "Food for Fifty"
USDA, "Nutrient Database for Standard Reference"
(http://www.nal.usda.gov/fnic/foodcomp)



STEP 7
Enter the nutrient composition information

- Enter the nutritive value of each nutrient for the base weight. Enter the actual values for calories, total fat, saturated fat, cholesterol, sodium, carbohydrate, dietary fiber and protein. If you're using the Nutrition Facts Label, enter the % Daily Value (DV) for iron, calcium, vitamin A, and vitamin C and the software will convert to the appropriate nutritive value. If you are using a manufacturer's nutrient data statement, enter in actual amounts of iron, calcium, vitamin A, and vitamin C.

NOTE: Please be aware that the way vitamin A is reported is changing from RE (retinol equivalents) to RAE (retinol activity equivalents). When these changes are completed, USDA will provide guidance on how to use the new units.

- If the Nutrition Facts Label or the manufacturer's nutrient data statement indicates there is an insignificant amount of a nutrient, enter zero "O" for the nutrient value.

KEY
If there is no information for a nutrient, follow the software directions to mark it as missing nutrient information. Do not enter zero "O" for missing nutrient information because: 1) you will not be able to identify missing data, and 2) you will perform an inaccurate nutrient analysis.

It is not necessary to enter the information for water or ash for nutrient analysis; however, if the information is available, it provides a more accurate analysis of the product's weight.

STEP 8
Review data entry for accuracy and save the data

Before saving the data, review each entry to ensure that the data has been entered correctly. Follow your software instructions for saving entered data.

STEP 9
Print a report of ingredients and recheck for accuracy

Most of the software programs allow the user to print the food item/ingredient information in various ways – alphabetically, by local food items/ingredients only, by food items/ingredients used in recipes only, and by missing nutrient data. This is a good way to check the accuracy of the data entry and to identify food items/ingredients with missing data

To modify or delete ingredients, you must be in the modify/edit mode

Only food items entered by the local user in the local database may be modified or deleted.

- To modify an existing ingredient in the local database
  - Locate the product in the database, and
  - Repeat steps 2 through 7.

- To delete or deactivate a local food product from the database, follow the software instructions for deleting food products.