

Salt Reduction Scheme for School Lunches

Application Form

Points to Note:

1. **Application Period:** Throughout the entire school year
2. **Target Participants:** Lunch suppliers
3. **Method of Submission:** For lunch suppliers that are interested to participate in the Salt Reduction Scheme for School Lunches, please complete this application form and return to the Health Promotion Branch (HPB) of the Department of Health (DH) via one of the following means:
Mail: Units A-D, 8/F, China Overseas Building, 139 Hennessy Road, Wan Chai, Hong Kong; or
Fax: 2781 2599; or
Email: srs_school@dh.gov.hk.
4. **Information Required:**
 - ◆ Besides the **application form**, lunch suppliers are required to submit the **recipes of sodium-reduced meal choices** (including information before and after sodium reduction) and the **list of primary schools¹** with sodium-reduced meal choices served; and
 - ◆ Submit the **primary school lunch menu** of the next month and **recipes of new sodium-reduced meal choices** (including information before and after sodium reduction) on or before the 15th of each month; and
 - ◆ Submit the **number of orders of sodium-reduced meal choices in primary schools** and **number of complaints on the flavour of sodium-reduced meal choices** for that month in October, January and May of each school year, so as to obtain an update on the order and provision of sodium-reduced meal choices.
5. For enquiries, please contact Ms. Ho, Health Promotion Officer, the HPB of the DH by telephone on 3151 7615.

Name of Lunch Supplier: _____ Date: _____

Contact person:	(Name)	(Job title)
Contact information:	(Telephone)	(Fax)
	(Email)	
Company chop (mandatory):		
Signature:		

Objective: To Reduce the Sodium Content in Primary School Lunches

1. Proposed Way(s) to Reduce Sodium (May Select More than One Answer):

- Reduce the amount of high-sodium seasonings used when marinating meat:
- Pork Beef Chicken Fish Others (please specify): _____
- Reduce the use of processed ingredients, e.g. sausage, ham, preserved mustard green and vegetarian meat:
- Please explain: _____
- Reduce the amount of high-sodium seasoning used when preparing sauce or gravy:
- Please specify the name(s) of the sauce or gravy: _____
- Reduce the amount of high-sodium seasonings used when blanching vegetables
- Reduce the amount of high-sodium seasonings used when preparing pasta or other noodles
- Reduce the amount of sauce or gravy served:
- Please specify the name(s) of the sauce or gravy: _____
- Other ways to reduce sodium
- Please specify: _____

¹ Please submit as an **attachment** by email to srs_school@dh.gov.hk.

2. Sodium-reduced Meal Choices:

Number of sodium-reduced meal choices: _____ in total, accounting for _____ % of all meal choices
Please list out the name(s) of the sodium-reduced meal choices:
Use additional sheets if necessary.

3. Calculation Method for Sodium Reduction and Percentage Decrease in Sodium Content in Recipes:

Calculation method for sodium reduction:	<input type="checkbox"/> Estimate the sodium content and its percentage decrease by calculation in accordance with recipes <input type="checkbox"/> Others (please specify): _____
Percentage decrease in sodium content: Note: the recommended decrease in sodium content is 5% to 10% in the school year	The estimated average reduction in sodium content is _____ %

4. Performance Indicators for Sodium-reduced Meal Choices in Primary Schools:

Complaint(s) on flavours
 Others (please specify): _____

5. Provision Information on Sodium-reduced Meal Choices in Primary Schools:

The time when sodium-reduced meal choices are available:	_____ (month) _____ (year)
Pledge to serve the number of sodium-reduced meal choices to all meal choices available to primary schools every month in the school year in a minimum percentage terms of:	_____ %
Number of primary schools and students with sodium-reduced meal choices served at present:	<input type="checkbox"/> All primary schools with lunch served by the company, with a total of _____ schools <input type="checkbox"/> Part of the primary schools with lunch served by the company, with a total of _____ schools and accounting for _____ % of the total number of primary schools with lunch served by the company
	A total of _____ students
Mode of serving lunch to participating primary schools:	Lunch-box mode: _____ schools On-site meal portioning: _____ schools

6. Other Information:

Statement of Purposes for Collection of Personal Data

Purpose of Collection

1. The personal data you provide to the Department of Health will be used for the following purposes:
 - (a) proof of eligibility;
 - (b) compilation of statistics for research or teaching purposes; and
 - (c) facilitation of organisation of activities related to health education and community liaison

The provision of personal data is entirely voluntary. If you do not provide sufficient information, we may not be able to prove your eligibility for specific services/activities, to accede to your request or to conduct an in-depth investigation into a complaint case, and hence cannot provide services/assistance to you.

Classes of Transferees

2. The personal data provided by you are mainly for use within the Department of Health but they may also be disclosed to other Government bureaus/departments or relevant parties for the purposes mentioned in paragraph 1 above, if required. Apart from this, the data may only be disclosed to parties where you have given consent to such disclosure or where such disclosure is allowed under the Personal Data (Privacy) Ordinance.

Access to Personal Data

3. You have the right of access and correction with respect to personal data as provided for in sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data. A fee may be imposed for complying with a data access request.

Enquiries

4. Enquiries concerning the personal data provided, including the making of access and corrections, should be addressed to:

Health Promotion Branch, Department of Health

(Attn : SEO(HP))

Address: 7/F, Southorn Centre, 130 Hennessy Road, Wanchai, Hong Kong

Telephone no.: 2835 1821