

Uploading to the Real Food Calculator

Data needs to be in a certain format in order to be accepted by the Calculator website. This guide is an overview of preparing your data for upload.

Step 1: Clean the Data and Update the Monthly Budgets

Remove all non-food items (cleaning supplies, equipment, paper goods, etc.) from the spreadsheet. Make sure you do this before recording the total budget for that month.

Once you've done so, go to your institutional profile, click on the months you're assessing, and click "edit" to update your assessment with the monthly food budgets.

Step 2: Format the Spreadsheet

*To ensure that your spreadsheet is formatted correctly, please email us at calculator@realfoodchallenge.org for an updated **Research Template** with data validation. You'll also receive the template when you complete the Researcher Training.*

Column Names

It's important that the column names in the spreadsheet you are uploading match the column names built into the online Calculator. This ensures that the right data ends up in the right column and that none of your line items get rejected. Your spreadsheet should be formatted according to this guide (columns should be in this order, and have these titles). Note that none of the columns or column titles below should be omitted, even if you don't have data to fill the column:

- | | | |
|----------------------|---------------------------|-----------------------------|
| A. Month | I. Rating Version | Q. Humane Description |
| B. Year | J. Local | R. Disqualifier |
| C. Description | K. Local Description | S. Disqualifier Description |
| D. Category | L. Fair | T. Cost |
| E. Product Code | M. Fair Description | U. Notes |
| F. Product Code Type | N. Ecological | V. Facility |
| G. Label/Brand | O. Ecological Description | |
| H. Vendor | P. Humane | |

**Before you proceed any further, be sure that you have submitted an Assessment Plan and Baseline Survey and that both have been approved by the Calculator support team.*



Step 3: Add Data & Assess Real Food

The table to the right shows columns that are required in order for your assessment to be complete and for the Calculator application to accept your data. Note that cost information is an integral part of your data, so you won't be able to complete an assessment without it.

Fill the Columns

Now it's time to fill your spreadsheet with research! For the majority of columns, you should be able to use the drop-down menus built into the **Research Template**.

| Required | Optional |
|--------------------------|-------------------|
| Month | Product Code |
| Year | Product Code Type |
| Description | Notes |
| Category | Facility |
| Label/Brand | |
| Vendor | |
| Rating Version | |
| Local | |
| Local Description | |
| Fair | |
| Fair Description | |
| Ecological | |
| Ecological Description | |
| Humane | |
| Humane Description | |
| Disqualifier | |
| Disqualifier Description | |
| Cost | |

A. Month

B. Year

The month and year must match those in the Assessment Plan. The month should be written in number format. If you would like to research months that differ from those in your approved Assessment Plan, please email us at calculator@realfoodchallenge.org.

| A | B |
|-------|------|
| Month | Year |
| 10 | 2015 |
| 10 | 2015 |
| 10 | 2015 |
| 10 | 2015 |
| 2 | 2016 |
| 2 | 2016 |
| 2 | 2016 |
| 2 | 2016 |

C. Description

This is the name of the product as it appears on the invoice.

| C | D |
|-----------------------------|-----------|
| Description | Category |
| choco chip cookie | baked |
| Apple Cider | beverages |
| 2% Milk | dairy |
| Eggs, Large W | eggs |
| HAKE FILET FRESH S/LESS | fish |
| Sauce marinara | grocery |
| Ground beef | meat |
| Turkey Smoked CLS Skinless | poultry |
| apples empire | produce |
| Black Coffee Mexico Chiapas | teacoffee |



D. Category

In order to calculate data consistently, the product categories in the Real Food Calculator must be coded with consistent labels across campuses and companies. Below are the product categories used by the Real Food Calculator. Be sure to enter the “code” into your spreadsheet.

| CATEGORY | Code | Included | Not Included <i>Key: item (“appropriate category”)</i> |
|--------------|-------------|---|--|
| Baked Goods | “baked” | baked goods products such as breads and pastries, including brand name grocery-bought baked goods | processed/package cookies and crackers [e.g. Oreos] (“grocery”) |
| Beverages | “beverages” | soft drinks, sports drinks, milk alternatives | iced tea, iced coffee, bottled coffee & tea drinks (“teacoffee”) |
| Dairy | “dairy” | fluid milk, cheese, yogurt, ice cream | canned condensed milk products (“grocery”), vegan milk alternatives (“beverages”) |
| Eggs | “eggs” | shelled eggs, liquid egg product, powdered egg | soy or alternative egg products (“grocery”) |
| Fish/Seafood | “fish” | all fish or seafood products, including frozen or canned products | |
| Grocery | “grocery” | grains; staples; oils; par-baked frozen baked goods; most boxed, bottled, jarred, and canned products | bread & baked goods (“baked goods”); other items that fit into other product categories |
| Meat | “meat” | beef, lamb, pork, game; including frozen or canned meat products | vegetarian/vegan meat alternatives (“grocery”); poultry (“poultry”) |
| Poultry | “poultry” | chicken, turkey, other fowl | eggs (“eggs”) |
| Produce | “produce” | fresh, cut, or frozen fruits and vegetables | canned, cooked and/or seasoned fruit & vegetable products (“grocery”) |
| Tea/Coffee | “teacoffee” | hot & cold coffee and tea products, coffee beans | coffee additives like creamer (true dairy products = “dairy”; artificial creamers or flavorings = “grocery”) |

E. Product Code* *Optional*

This is a unique identifier attached to each product, which will likely appear with each line item of data. You should include the numbers of the product code in this column, if available.

| E | F |
|--------------|-------------------|
| Product Code | Product Code Type |
| 12345 | MPC |
| 23456 | GPC |
| 34567 | UPC |
| 45678 | DPC |



F. Product Code Type* Optional

There are four different types of product codes. If you have product codes and you know what type they are, add the information to this column. The four types are:

- UPC: University Product Code
- MPC: Manufacturer’s Product Code
- GPC: Global Product Classification
- DPC: Data Product Code

G. Label/Brand

This is the name of the brand or farm.

| G | H | I |
|---------------|----------|----------------|
| Label/Brand | Vendor | Rating Version |
| Ben & Jerry's | Core Ma | 2.1 |
| Stubborn Soda | Pepsi Be | 2.1 |
| Rembrandt | Sysco | 2.1 |
| Nature's Path | UNFI | 2.1 |
| Butterball | Sysco | 2.1 |

H. Vendor

The vendor makes the final sale to the university.

I. Rating Version

The rating version is the version of the Real Food Guide you’re using. This should be marked “2.1” indicating that you are using Real Food Guide 2.1.

J. Local

If the item qualifies as Local & Community Based, write “yes.” If the item does not meet the criteria, write “no.”

| J | K |
|-------|--|
| Local | Local Description |
| yes | Aggregated Product, 75% within 250 mi |
| yes | Fish within 500 mi, < \$50 million |
| yes | Independently or Cooperatively Owned within 250 mi, < \$5 million |
| yes | Independently or Cooperatively Owned within 250 mi, < \$50 million |
| yes | Meat within 500 mi, < \$50 million |
| yes | Multi-ingredient Product, 50% within 250 mi |
| yes | Poultry within 500 mi, < \$50 million |

K. Local Description

If the item qualifies as Local & Community Based, specify which descriptor best summarizes the criteria that it meets.

L. Fair

If the item qualifies as Fair, write “yes.” If the item does not carry any of the certifications recognized in the Guide, write “no.”

| L | M |
|------|--|
| Fair | Fair Description |
| yes | Ecocert Fair Trade Certified |
| yes | Equitable Food Initiative |
| yes | Fair Food Program by the Coalition of Immokalee Workers |
| yes | Fair for Life Certified by Institute for Marketecology (IMO) |
| yes | Fair Trade Certified by Fair Trade USA |
| yes | Fairtrade America (Fairtrade International FLO) |
| yes | FairWild |
| yes | Farm unionized through FLOC, FUJ, PCUN, or UFW |
| yes | Food Justice Certified by Agricultural Justice Project |
| yes | Hand in Hand |
| yes | Milk with Dignity by Migrant Justice |
| yes | Multi-ingredient product, 20% fair ingredients |
| yes | Small Producer Symbol |



M. Fair Description

If the item qualifies as Fair, specify which descriptor best summarizes the certifications that it carries.

N. Ecological

If the item qualifies as Ecologically Sound, write “yes.” If the item does not carry any of the certifications recognized in the Guide, write “no.”

| N | O |
|------------|---|
| Ecological | Ecological Description |
| yes | ANSI/LEO-4000, gold- or platinum-certified |
| yes | Bee Better Certified |
| yes | Biodynamic Certified by Demeter |
| yes | Bird Friendly by Smithsonian |
| yes | Campus farm or garden |
| yes | Certified Sustainably Grown |
| yes | Fair Trade USA Certified |
| yes | FairWild |
| yes | Food Alliance Certified |
| yes | LEAF (Linking Environment and Farming) |
| yes | Marine Stewardship Council (MSC) |
| yes | Monterey Bay Aquarium Seafood Watch Guide “Best Choices” or “Good Alternatives” |
| yes | Multi-ingredient product, 50% ecologically sound ingredients |
| yes | Rainforest Alliance Certified |
| yes | Regenerative Organic Certified |
| yes | Salmon Safe |
| yes | USDA Organic |
| yes | USDA Transitional Organic |

O. Ecological Description

If the item qualifies as Ecologically Sound, specify which descriptor best summarizes the certifications that it carries.

P. Humane

If the item qualifies as Ecologically Sound, write “yes.” If the item does not carry any of the certifications recognized in the Guide, write “no.”

| P | Q |
|--------|---|
| Humane | Humane Description |
| yes | American Humane Certified Free Range / Pasture Raised |
| yes | Animal Welfare Approved by A Greener World |
| yes | AWA Grassfed by A Greener World |
| yes | Biodynamic Certified by Demeter |
| yes | Certified Humane Free Range / Pasture Raised |
| yes | Global Animal Partnership Step 3 |
| yes | Global Animal Partnership steps 4-5+ |

Q. Humane Description

If the item qualifies as Humane, specify which descriptor best summarizes the certifications that it carries.

R. Disqualifier

If the item has a disqualifying characteristic, write “yes.” If the item does not have any disqualifying characteristics, write “no.”

| R | S |
|--------------|--|
| Disqualifier | Disqualifier Description |
| yes | Concentrated Animal Feeding Operation |
| yes | Genetically Modified Organisms |
| yes | Guilty of Criminal Charges of Forced Labor |
| yes | Labor Violations |
| yes | Prison Labor |
| yes | Ultra-Processed Foods |



S. Disqualifier Description

If the item has a disqualifying characteristic, specify which descriptor best summarizes the Disqualifier.

T. Cost

In this column, include the individual cost of each item.

U. Notes* Optional

This is a field that you can use to track any notes that are helpful to record on each product, as well as any additional criteria that your university would like to track.

| T | U | V |
|--------|---|-------------|
| Cost | Notes | Facility |
| 257.91 | http://www.grandyoats.com/in | Brown Hall |
| 98.72 | From Georgia | Green Hall |
| 653 | Called the farm | Purple Hall |

V. Facility* Optional

Replace “unit numbers” or “facility numbers” with the actual name of the facility you’re assessing. The facility name must match *exactly* the facilities you included in your Assessment Plan. If you didn’t include facilities in the Assessment Plan, leave the column blank.

Step 4: Email your Data to the Calculator Support Team for Review

When you’ve completed the research for all months of your assessment and your spreadsheet is formatted properly, please send your sheet for review to the Calculator support team at calculator@realfoodchallenge.org. When we’ve sent your data back to you and given you the ok to proceed, please follow Steps 5 and 6 below.

Step 5: Upload your Spreadsheet!

1. Log into your institutional profile.
2. Go to your Dashboard and scroll down to the bottom of the page.
3. Click “New Upload.”
4. Browse for and select your file. *Note: Only Excel files (.xlsx) may be uploaded. You can upload up to 10,000 line items at a time.*
5. Upload
 - a. Make sure you have inputted the food budgets for the months you are assessing.
 - b. Refer back to the “Incomplete” and “Rejected” tabs on the upload page for items that didn’t get uploaded.
 - c. Alter your spreadsheet to resolve the errors. See below for help troubleshooting.



- d. Delete the previous upload by clicking “Delete this” on the page for the month of the assessment.
- e. Repeat steps 5b - 5d until all items have been uploaded. If this has been done properly, progress for all assessment months should be 100%.

Troubleshooting

“Failed to Validate” Error Message: This means that because of formatting issues, some line items were rejected. If any formatting or content in the spreadsheet is incompatible with the Calculator, they will be listed as “rejected” items. Try reading the error to determine the issue.

“Down for Maintenance” Error Message: This means that your browser timed out, likely because the file size was too large. Try breaking your file into smaller chunks.

If you cannot determine why your upload is failing, email calculator@realfoodchallenge.org for assistance.

