

DOCUMENTATION CHECKLIST

Record portion sizes in the following standard measurements:

- Weight in grams or ounces
- Volume in fluid ounces, cups, tablespoons or teaspoons
- Fraction of the whole (e.g., 1/8 or 9" pie)
- Comparison to approved food model
- Dimensions for the following shapes:

Shape	Measurement Needed	Example
Sphere	Diameter	Orange
Cylinder or disk	Diameter x thickness	Meat Patty
Rectangle or cube	Length x height x width	Lasagne
Wedge	Length x height x width of arc	Pie

Food Group	Did you specify:	Did you probe for additions & amounts of:
Snacks/Candy	Kind, brand, type (regular, lite, low fat)	
Popcorn	Commercial, microwave, home popped Fat in preparation	Butter, margarine, etc.
Soups	Kind: homemade or commercial Ready to serve Milk (% fat) or cream added Chunky or regular Low sodium	CROUTONS, crackers, cheese, etc.
Vegetables	Cooked or raw Fresh, frozen or canned Low sodium Salt in preparation	Fat (kind), cheese, sauce, nuts, dip, etc.
Salads	Kind (major vegetables)	Dressing (kind, brand) CROUTONS, seeds, etc.
Baked Potato	Skin eaten or not	Butter, sour cream, etc.
French Fries	Frozen, scratch Fat in preparation (kind)	Catsup
Miscellaneous Medications containing nutrients such as sodium and/or caffeine Dietary Supplements	Type (e.g., analgesics, antacids, decongestants) Brand Dosage Kind, brand, amount of each nutrient (IU, mg, gm, mcg) on the Dietary Supplement Information Form Number of tablets	

APPROVED ABBREVIATIONS

Use these and other standard abbreviations when documenting food intake on Dietary Intake Forms.

approx - approximately	fl oz - fluid ounce	sat - saturated
avg - average	gm - gram	sl - slice
brd - breaded	gr - ground	sm - small
c - with	hyd - hydrogenated	swt - sweetened
crd - canned	lg - large	tb - tablespoon
choc - chocolate	mayo - mayonnaise	ts - teaspoon
chpd - chopped	med - medium	TVP - textured vegetable protein
comm - commercial	misc - miscellaneous	unkn - unknown
ckd - cooked	pkg - package	veg - vegetable
crax - cracker	pc - piece	w - with
cp - cup	poly - polyunsaturated	w/o - without
diam - diameter	prep - preparation	
lg - few grains	s - without	

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Food Group	Did you specify:	Did you probe for additions & amounts of:
Beverages Coffee, Tea	Brewed, instant, decaf, herbal, cereal type (e.g. Postum)	Sweetener, whitener, cream (type)
Cocoa	Mix (brand, regular, sugar free, or low-cal) Milk (% fat)	Marshmallows Whipped topping (dairy or non-dairy)
Beer	Regular, light or low alcohol	
Liquor, Mixed Drinks, Liqueur	Name of mixed drink, liqueur Proportion of ice	Mix (juice, other non-alcoholic beverage) Cherry, olive, etc.
Wine	Dinner or dessert	
Carbonated Beverages	Cola or non-cola, caffeine-free, diet, sodium-free Proportion of ice	
Dairy/Non-Dairy Products Milk, Cream, Toppings	% fat, dairy or non-dairy (brand) If non-dairy: powder, liquid or aerosol	Sweetener, cocoa mixes, etc.
Cheese	Natural or processed Kind (Cheddar, Swiss, etc.) If low fat: brand or % fat Low sodium	
Yogurt	% fat, plain or flavored, frozen?	Fruit, nuts, etc.
Ice Cream, Ice Milk	Flavor Rich or average fat	Topping
Milk Shakes, Malts	Homemade or restaurant Flavor Ice cream or ice milk	
Egg, Egg Substitute	Method of preparation Brand of substitute Milk (% fat) if scrambled Fat (kind) and/or salt in preparation	Cheese, vegetables, meat, etc.

Food Group	Did you specify:	Did you probe for additions & amounts of:
Desserts Puddings, Custards	Kind Mix or scratch Low-cal or regular Milk (% fat) With or without egg	Topping
Cookies	Kind, brand Mix, scratch or commercial Ingredient fat	
Cakes	Kind Mix, scratch or commercial Number of layers, sheet or cupcake Ingredient fat Additional oil, egg Pudding in mix	Frosting, filling, topping
Pies	Kind (filling) Mix, scratch or commercial Single or double crust Ingredient fat for filling and crust	Topping
Gelatin Desserts	Low-cal or regular	Additions (fruit, etc.)
Fats Oil, Shortening Salad Dressing	Brand and/or type of fat Brand, type Ingredient oil, if homemade Creamy or clear Low-cal or low sodium	
Margarine, Butter	Brand and major oil Form (stick, tub, diet, whipped, spread, etc.) Salt free	
Fruits/Fruit Juices	Fresh, canned or dried Cooked or uncooked Sweetened or unsweetened With or without peel	
Grain Products Bread, Rolls	Kind (white, whole wheat, rye, etc.) Egg or egg substitute Fat in preparation Kind of bread	Butter, margarine, etc. Butter, margarine, syrup, etc.
French Toast		
Sweet Rolls, Doughnuts	Yeast or cake-type Mix, scratch or commercial Ingredient fat	Frosting, glaze, nuts, preserves
Pancakes, Waffles, Biscuits, Muffins	Kind (whole wheat, buckwheat, bran, etc.) Mix, scratch or commercial Ingredient fat	Butter, margarine, syrup, etc.
Crackers	Kind, brand	Spread

Food Group	Did you specify:	Did you probe for additions & amounts of:
Grain Products (Cont.) Cereal, Granola	Kind, brand Ingredient fat for homemade granola	Milk (%fat) Sweetener, fat, fruit, etc.
Pasta, Rice	Kind (spaghetti, brown rice, egg noodles) Salt in preparation	Fat (kind) sauce, cheese, etc.
Tortilla	Corn or flour Fat used if fried Ingredient fat for homemade tortilla	Fillings
Gravies, Sauces	Mix or scratch Milk (% fat) or water Fat (kind) and/or salt in preparation	
Meat, Poultry, Fish Meat	Kind, cut Trimmed or untrimmed, % fat of hamburger or type of ground beef (e.g., ground chuck) Fat (kind) and/or salt in preparation Cooked or raw weight With or without bone	Sauce, gravy, etc.
Meatloaf, Meatballs	Kind, % fat or type of meat (e.g., ground round)	Sauce, gravy, etc.
Poultry	Light or dark meat (or name of part) Prepared with or without skin Skin eaten or not Breaded or battered and fried Fat (kind) and/or salt in preparation Cooked or raw weight With or without bone	Sauce, gravy, etc.
Fish	Kind Breaded or battered and fried Fat (kind) and/or salt in preparation Cooked or raw weight Fresh or canned If canned, water or oil pack, drained, undrained or rinsed, low sodium)	Sauce
Cold Cuts, Lunch Meats	Kind, % fat, brand	
Mixed Dishes	Mix, scratch or commercial Fat in preparation (kind) Salt in preparation Meat, kind and % fat Sauce or gravy Milk or cheese (% fat or kind) Pasta or vegetables	Topping (e.g., croutons, crackers, cheese, etc.)
Pizza	Thick or thin crust	Topping
Restaurant Meals	Price range Name of restaurant	
Seasonings/ Condiments	Salt or seasonings added in prep or at table (e.g., celery salt, garlic salt, MSG)	Pickle, relish, catsup, mustard, etc.