

DEPARTMENT OF HEALTH AND HUMAN SERVICES  
Public Health Service  
Health Resources and Services Administration  
Indian Health Service

Refer to: N&D

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ALBUQUERQUE AREA INDIAN HEALTH SERVICE CIRCULAR NO. 91-1

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CLEARANCE OF PUBLICATIONS ON DIETARY GUIDANCE

Section:

1. Purpose
2. Background
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1. PURPOSE:

To establish the Albuquerque Area Indian Health Service (AAIHS) system for approval of all AAIHS publications intended to provide dietary guidance to the AAIHS service population. The purpose of the system is to ensure consistency of AAIHS publications with the established DHHS/USDA dietary guidance principles.

2. BACKGROUND:

The Subcommittee on Dietary Guidance (SDG) of the Department of Health and Human Services (DHHS) Nutrition Policy Board (NPB) has directed each DHHS Agency to establish a system for review and approval of all draft publications intended to provide dietary guidance to the general public. The SDG will be kept informed of the existence and status of all publications relevant to dietary guidance.

3. POLICY:

- A. In order to assure that all dietary guidance publications prepared or used by AAIHS staff are scientifically accurate, culturally relevant, and meet the needs of the population served, the AAIHS system for clearance of publications on dietary guidance is established.
- B. Dietary guidance publications are those written materials, such as handouts, fact sheets, etc., for the public that include general information on specific nutrients, normal dietary patterns and food behavior, food preparation methods, etc., as they

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Distribution: All Indian Health Manual Holders  
Date: January 2, 1991

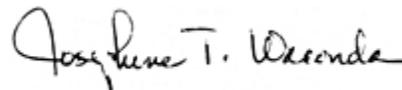
relate to growth, development, health promotion and disease prevention. Patient handout publications for normal diets, including energy modified diets for pregnancy, weight control, etc., are included in this definition.

- C. Clinical diets with modifications in nutrient composition, such as low protein diets and calcium controlled diets, and scientific publications written for research journals, monographs, or other scientific documents are not included. Scientific and program papers prepared by AAIHS staff and AAIHS contractors intended for publication, must adhere to the AAIHS policy issued in IHS Circular (No. 88-3, Clearance of Papers Prepared for Publication).

4. PROCEDURES:

- A. Each Service Unit in the Albuquerque Area will send all publications containing nutrition information to the Area Office for the review and approval process, for assurance that publications produced in the Area adhere to the following dietary guidance review criteria:
  - 1. All information must be scientifically accurate and based on the most current scientific evidence available;
  - 2. be consistent with the most current DHHS/USDA publication, Dietary Guidelines for Americans, which serves as the basis for all Federal dietary guidance to the general public and therefore, must support the tenets of the Dietary Guidelines;
  - 3. be consistent with AAIHS standards;
  - 4. avoid the use of specific brand names of foods or other items which can be misconstrued as an AAIHS endorsement. Disclaimer statements must be included if specific brand names are used for illustrative purposes;
  - 5. the readability and appeal of the overall publication, including titles and graphs, must be clear and depict the illustrations and charts as culturally appropriate; and,
  - 6. include the appropriate pamphlet identification, i.e., the date published or revised, and the responsible Area or Service Unit, etc.

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- B. All Albuquerque Area publications will be approved by the Albuquerque Area Nutrition Materials Review Committee (AANMRC). The AANMRC will be chaired by the Nutrition or Dietetic Program Chief. Members of the committee will be from Nutrition and Dietetics, Health Education, Public Health Nursing, Pharmacy, Maternal and Child Health, and other programs when appropriate.
- C. When a publication is not approved by the Area, the person responsible for the development of the publication may appeal the decision to the Indian Health Service Nutrition Education Subcommittee.
- D. Following clearance by Area and/or the Indian Health Service Nutrition Education Subcommittee, the publication will be returned to the originating office for publication. It is recommended that the final publication include a statement concerning approval of the publication by the Area.
- E. Ten (10) copies of all publications and information as to the availability are to be provided to the Chair, Indian Health Service Nutrition Education Subcommittee, for distribution to the DHHS-SDG. One copy will be provided to the Chair, AANMRC for filing.
- F. A record of approved publications will be maintained at the Area Office.



1/2/91

Josephine T. Waconda  
Assistant Surgeon General