

 <p>Winnipeg Regional Health Authority Office régional de la santé de Winnipeg Caring for Health À l'écoute de notre santé</p> <p>Nutrition & Food Services Services de diététique et d'alimentation</p> <p>Operational Procedure</p>	<p>Procedure Name: Gluten Free Meal Order and Handling Procedures</p>	<p>Procedure Number: 80.00.10</p>	<p>Pages: 1 of 1</p>
	<p>Section: Additional Services</p>	<p>Approval Signature: <i>K. Richardson</i></p>	
	<p>Effective Date: October 23, 2013</p>	<p>Revision Dates: Draft</p>	

PURPOSE

To ensure meal components for Gluten Free Diets are available for purchase by Personal Care Homes from the Regional Distribution Facility to accommodate the immediate and ongoing needs of residents admitted with Celiac Disease. These items are intended to supplement menus or add variety.

PROCEDURE

1. The Gluten Free Product Order form lists the items available for purchase through WRHA Nutrition and Food Services. A completed order form must be faxed to 204-654-0246. A minimum of 48 hours is required to process an order. The date of pick up must be indicated on the order form.
2. Requested substitutions or replacements of meal components will not be accepted.
3. Orders are picked up from 345 DeBaets Street receiving docks at the Regional Distribution Facility (RDF) Monday-Friday 8 am to 4 pm. Coordinating a courier pick up is the responsibility of the ordering PCH.
4. Two copies of the order form are provided to the receiver to process the order. One copy is placed with the order in the freezer awaiting pick up. The second copy is forwarded to the Business Analyst to invoice the PCH.
5. Updated Gluten Free Product Order forms will be maintained on the WRHA Nutrition and Food Services website.
6. Orders are received frozen and must be transported in a timely manner. Products should remain frozen until tempering and heating.
7. To prevent cross contamination, the gluten free meals purchased from the RDF should remain sealed. Heat them in the package according to the instruction label.
8. If additional ingredient information on ordered gluten free products is required to assess allergens, please call 204-654-5115.