



MESTNA OBČINA MARIBOR

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As part of a pilot activity to empower staff in the kitchens of hospitals, kindergartens, schools, nursing homes, as well as restaurants and hotels to prepare safe gluten-free meals, we have prepared a guide with instructions and recipes for "first aid". With the help of the Step-by-Step to a gluten free meal publication, which offers simple recipes and instructions, you will find it easier to prepare a safe gluten-free meal for a celiac patient. The brochure is available on the above website.

For more information about celiac disease, visit our online e-tools: [www.poznam-celiakijo.com](http://www.poznam-celiakijo.com)

Feel free to contact us for any additional information:

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## The preparation of a gluten-free meal in a public kitchen or restaurant

Gluten-free foods (hereinafter GF) are, according to the legislation, strictly foods for which the total gluten content does not exceed 20 mg/kg (20ppm); including "non-prepacked" foods. In patients with celiac disease, traces of unintentional gluten can cause serious complications. Therefore, the following steps should be considered when preparing gluten-free food:

### CHOICE, PURCHASE, ACCEPTANCE OF INGREDIENTS, AND WORK WITH SUPPLIERS:

Firstly, choose ingredients from the group **OF ALLOWED FOODS** that are naturally GF and were not contaminated during their preparation or packaging (e.g. fresh fruit and vegetables, fresh unprocessed and untreated meat, fish, milk, and natural dairy products without all additives, eggs, salt, sugar, fresh herbs).

**RISKY FOODS** are foods that are made from gluten-free natural ingredients but have been processed or/and packaged in a way that contamination with gluten is possible (with ingredients and additives containing gluten or due to contamination during processing). For these foods, the supplier must request and provide written manufacturer's documentation (declarations/specifications) clearly stating that the food does not contain gluten either in the form of ingredients or in the form of traces (also applies to "non-prepacked" foods). If you are buying GF food at retail, be sure to choose one that is labeled "gluten-free".

Foods that contain ingredients from otherwise naturally gluten-free cereals (e.g. flour, meals, pasta, cereals, bread, bread) are considered **HIGH-RISK FOODS**. Such foods are often heavily contaminated with gluten already during field production or due to grinding in the same mills as gluten-containing cereals. When using these foods, you must request an analytical report or AOECs certificate, which confirms that the food does not contain gluten. If you are buying high-risk foods at retail, be sure to choose those that are labeled with the gluten-free crossed-out cereal symbol that includes the certificate registration number.



**FORBIDDEN FOODS** are foods that are made from gluten-containing ingredients: wheat, rye, barley, oats, pyre, and their crucified species or products of those ingredients. This group also includes food that is gluten-containing according to the declaration and all foods in the "RISKY foods" group that have not been further checked.

**STORAGE OF INGREDIENTS:** The ingredients should be stored in a well-sealed and marked packaging (preferably separated by color) and separately from gluten-containing ingredients. The food/ingredient can also be stored in its original packaging. If you transfer gluten-free products to another food-storage container, be sure to properly mark it and store the original labels with the listed ingredients. GF foods and ingredients should be kept on the highest shelves to prevent potential contamination with other gluten-containing foods/ingredients.

**CLEANING:** Work surfaces and utensils should be cleaned with a separate cleaning kit (cloths, sponges), water, and detergent. Before each use and even after being washed in the dishwasher, the utensils should be carefully inspected to ensure that there are no gluten-containing food residues. DO NOT use wooden cutting boards or utensils where gluten can be retained in the cracks.


**AIR CONDITIONING AND VENTILATION:** In artificially air-conditioned rooms and rooms with strong airflow ventilation, the GF food preparation area is placed in a way to prevent blowing and transfer of gluten-containing particles from the areas where gluten-containing food is prepared.

**DISH PREPARATION:** GF dishes should be prepared in a physically separate, gluten-free space (in a special room, on a special counter) or after a thorough cleaning. Make sure that you always prepare gluten-free dishes first (so NOT prepare gluten-containing and gluten-free dishes at the same time, because there is a very high risk of cross-contamination). Where physical separation is not possible, gluten-containing ingredients (especially powdered) should be in general replaced with gluten-free ones whenever possible (for example wheat flour should be replaced with GF rice flour). You should use special, clearly marked utensils and accessories that should not come in contact with gluten-containing ingredients/foods/dishes. Processing devices (stick mixers, choppers, grinding machines) should only be used if they are exclusively used for processing GF food, as they cannot be cleaned thoroughly enough. If you do not have GF dedicated processing devices, the processing is performed manually. Before the start of preparing a GF dish, staff should put on clean protective clothing and wash hands. No gluten ingredients should be used during the preparation of GF meal and no gluten meals should be prepared at the same time.

**SERVING, TRANSPORT, AND DISTRIBUTION:** To avoid contamination and serving mistakes (serving gluten-containing dishes instead of GF dishes), GF food should be served separately and stored in marked containers. Do not carry gluten-containing and GF meals with the same hand. Use a different colored plate to avoid any mistakes. For serving, use utensils that are only used for GF food. Buffet offer of gluten-containing and GF dishes one next to the other is not acceptable. During transport, containers with GF food must be tightly closed, clearly marked, and separated from containers with a gluten-containing food.

**EMPLOYEES (STAFF):** Procedures and prescriptions must be in writing. Improvisation and substitution of ingredients (even just changing brands) is not allowed without re-checking each ingredient for possible gluten content. It is mandatory to train new staff and periodically update the knowledge of all employees, from procurement to service.

**SUPERVISION:** The adequacy of cleaning work surfaces, utensils, and cooking equipment should be checked with convenient quick tests (swabs), which are easy to use and quickly detect the presence of gluten. It is necessary to regularly check the adequacy of meal preparation by taking food samples. Samples are taken under regular operating conditions and submitted for analysis on gluten content.

FOOD GROUP	ALLOWED FOODS	RISKY FOODS	FORBIDDEN FOODS
Flour, groats, bread, biscuits, pastries, breadcrumbs, breakfast cereals, pasta	Only AOECs certified foods which are purposed for special diet needs and marked with a certified crossed grain symbol are allowed.  SI-XXX-XXX	If the food is not AOECs certified, in addition to the manufacturer's documentation, which shows that it does not contain gluten or trace of gluten, you must also request an analytical report confirming this. *	Conventional cereal products contain gluten (wheat, rye, barley, oats, spelled and their cross-breeds or cereal products). Even regular corn and buckwheat loaves of bread contain up to 70% pure wheat flour! The use of products that are made from naturally GF cereals and prepared in establishments where gluten-containing foods are also produced, is forbidden.
Cereals and pseudo-cereals in grain, seeds, nuts	Rice, wild rice, buckwheat, millet, quinoa, amaranth, seeds, and nuts are very rarely certified with the AOECs certificate. If purchased at retail, they should be marked with the registered sign "gluten-free" (crossed grain symbol).	Rice, wild rice, buckwheat, millet, quinoa, amaranth, seeds, nuts - there is a risk of contamination during the packaging. Be sure to wash them well before use. The supplier/manufacturer should provide you with documentation that shows that contamination is not possible. *	Gluten-containing cereals: wheat, spelled, oats, rye, barley, kamut, durum. Ordinary rice, wild rice, buckwheat, millet, quinoa, amaranth - if the manufacturer's documentation or declaration indicates that there is a risk of gluten intake during production or packaging.
Milk and milk products	Milk (fresh, pasteurized, UHT (ultra-high temperature), sterilized, lactose-free - without added vitamins, flavors, and other ingredients), naturally fermented products (natural yogurts, kefir, sour milk - containing only milk and lactic acid bacteria), cheeses (fresh, semi-hard and hard - prepared only from milk, rennet, and salt), natural cream (fresh, pasteurized - without additives).	Milk-based beverages (cocoa, chocolate milk), milk powder, fruit yogurts, and cottage cheese, ice cream, light yogurts and cottage cheese with thickeners, dairy desserts with additives, processed cheeses, herb cheeses, and cottage cheeses. *	Yogurts and cottage cheeses with the addition of gluten-containing cereal flakes, muesli, or biscuits. All dairy products for which it is evident from the manufacturer's documentation or the declaration that they contain gluten-containing ingredients or that there is a risk of contamination (traces of gluten) during processing or packaging.
Meat and meat products, fish, and eggs	All kinds of fresh meat, fish, seafood, eggs in eggshells, without any additives, and washed before use.	Minced meat - there is a possibility of gluten contamination during mincing. Meat products with additives (salami, sausages, hot dogs...). Frozen seafood and seafood mixtures containing "surimi", canned fish with added additives or other ingredients. Egg substitutes, egg powder, tofu cheese, soy meat. *	Classically breaded meat and fish, meat and fish in gluten-containing sauces, meat products containing HVP (hydrolyzed vegetable proteins), all products for which the manufacturer's documentation or declaration shows gluten-containing ingredients or there is a risk of contamination (traces of gluten) during processing or packaging.
Fruit, vegetables, mushrooms, spices/herbs	All fresh fruit, fresh vegetables, and herbs without any additives and washed before use.	Processed fruit, vegetables, or spices and spice mixtures (frozen, dried, ground, strained, concentrated, pickled, preserved). Soup stock cubes and all fruit and vegetable-based foods with supplements or vitamins. *	Dried fruit sprinkled with wheat flour, oat flour, or starch. Processed fruit and vegetables where the manufacturer's documentation or declaration indicates that they contain gluten-containing ingredients or that there is a risk of contamination (traces of gluten) during processing or packaging.
Fats	Butter, vegetable oils (sunflower, pumpkin, olive), lard - without additives and spices.	Margarine, butter with additives ("light butter"), salad dressings and mayonnaise, lard with additives, and spices. *	Béchamel sauces, salad dressings, mayonnaise, and other products for which the manufacturer's documentation or declaration indicates that they contain gluten-containing ingredients or that there is a risk of contamination (traces of gluten) during processing or packaging.
Liquids	Natural and mineral water, freshly squeezed fruit juices, wine. Real and herbal teas - without additives and aromas, real coffee (do not use instant coffee or instant tea).	Instant hot chocolate, cocoa, instant coffee, instant teas, flavored teas, soy and rice milk, fruit juices, and nectars with additives, syrups, and other instant beverages. *	Instant blend with coffee substitute extract with barley, wheat, and barley beer. Beverages in which the manufacturer's documentation or declaration indicates that they contain gluten ingredients or that there is a risk of contamination (traces of gluten) during processing.
Sweeteners, salt, vinegar	Crystal sugar, honey without additives, salt, apple, or wine vinegar.	Granulated sugar, artificial sweeteners, honey with additives, balsamic vinegar. *	All products for which it is clear from the manufacturer's documentation or the declaration that there is a risk of contamination (traces of gluten).

\* From the supplier you should require written documentation from the manufacturer (declarations/specifications) where it is clearly stated that the food does not contain gluten either in the form of ingredients or in the form of a trace (also applies to "non-prepacked" foods).