



## NEWS & TIPS *FEBRUARY 2022*

### LCBO SAMPLE DELIVERIES – NEW LOCATION – NEW SHIPPING LABEL! FEBRUARY 14

Effective Monday February 14, 2022, all clients including VQA wineries using analytical testing services offered by the LCBO Quality Assurance laboratory must ship or deliver product samples to the new location of the laboratory. Detailed instructions are included below.

Please circulate this within your organization and follow the LCBO instructions closely. The Ontario Wine Appellation Authority will not be responsible for delays or sample losses of wines delivered to the wrong location or delivered without the correct label.

Please continue to send two, 750mL bottle samples per application and remember to include the VQA ID number clearly marked on both bottles and a printed copy of the shipping form, printed from VQA Services. Many thanks for your continued cooperation. If you have any questions, please reach out to [tricia.ramnath@vqaontario.ca](mailto:tricia.ramnath@vqaontario.ca)

#### **LCBO Quality Assurance Laboratory**

100 Queens Quay East  
Ground Floor QA Coordination Room  
Toronto, Ontario  
M5E 0C7

The LCBO requests that you please use the following standardized label for all shipments, updated with your own sender information and number of boxes in the shipment. We will post an editable version on the VQA Services website shortly.

LCBO Label for VQA Product Submissions – **For samples delivered starting February 14, 2022**

<p style="text-align: center;"><b>LCBO</b> <b>QA Laboratory</b></p> <p style="text-align: center;">100 Queens Quay East <b>Ground Floor QA Coordination Room</b> Toronto, Ontario M5E 0C7</p> <p style="text-align: center;">Inquiries? Phone: 416-864-6724 Email: <a href="mailto:qa.deliveries@lcbo.com">qa.deliveries@lcbo.com</a></p>	<p style="text-align: center;"><b>Sender Information:</b></p> <p style="text-align: center;">Sample Type: <b>VQA WINE CERTIFICATION PROGRAM</b></p> <p style="text-align: center;">QA Contact: <b>SPIROS ARTEMAKIS</b></p>
	<p>Number of Boxes in Shipment:</p>

#### Sample Delivery Instructions

Products should be packaged in adequate packaging, e.g. carton case, sufficient to protect the sample integrity while avoiding excessive packaging. Each case must be properly labelled using the label template included above, to ensure proper routing of the samples to the LCBO Quality Assurance Laboratory.

External visitors are not able to deliver product samples directly to the QA Laboratory floor. Product being delivered by courier or in person will be accepted by our dockmaster partners *PlusOne*, Monday through Friday, between 9 AM and 3 PM.

Due to ongoing construction in the area, there are currently some temporary access restrictions in place; these restrictions are expected to be lifted mid to late 2022.

Couriers and persons delivering VQA submission samples are required to enter via *New Street* on the east side of the building, and park temporarily at the entrance to stairwell marked "FF". Stairwell FF is located at the northeast corner of the building.

A member of *PlusOne* must be contacted to receive the sample delivery from this location. A sign is posted with the contact information for *PlusOne* dockmaster, who can be reached at 416-881-4503 to accept the delivery.

## IT'S BUSY SEASON FOR WINE APPROVALS!

Please note that high volume periods (normally February, March, and August) may result in longer than normal turnaround times for tastings and lab processing and aggravated with COVID restrictions and the LCBO laboratory relocation. Samples are generally handled on a first come first served basis, but if you submit many samples at once, they may be distributed over several tasting sessions and/or several lab weekly lineups. If you need assistance navigating the system, please call or email [tricia.ramnath@vqaontario.ca](mailto:tricia.ramnath@vqaontario.ca).

Here are some important things to know:

- Wines delivered after 3:00 p.m. are not received by LCBO until the next business day
- For tasting: wines arriving at the LCBO by end of day Monday will normally be tasted the following Wednesday. During high volume weeks, a second tasting may be held on Friday (for overflow and wines received by end of day Wednesday).
- For lab: the laboratory line-up for the following week is completed on Wednesday. To get your wines into the lineup for lab testing, please ensure they reach the LCBO by noon on the previous Wednesday at the latest.
- Although tastings are happening at the Wine Authority office, DO NOT send your bottles to the office. All samples (2 bottles) should continue to be sent to the LCBO as noted above.
- As always, we greatly appreciate screw-capped bottles, labelled with only the VQA ID#. Also please check you wine approval applications to make sure that they are complete and approved before releasing the wine. If we are waiting for labels or payment, that wine is not approved.

## NO RUSH REQUESTS

Please note that RUSH REQUESTS are not available at this time. The LCBO is unable to accommodate requests for RUSH services in the laboratory – but please call our office for advice if an emergency arises. We are happy to help where we can.

## MEMBERSHIP RENEWAL 2022-23

Membership renewals are currently being accepted on VQA Services (due March 31). To renew your membership for 2022-23, complete the renewal online and pay the associated invoice found under the Invoices page. You must complete the renewal form by March 31 but have 60 days to pay. If you still have a credit from last year's fee waiver, please use it to pay your membership invoice! You may have to change page filters and scroll down to see the

credit from last year – if you're not sure how to check, please contact us at [tricia.ramnath@vqaontario.ca](mailto:tricia.ramnath@vqaontario.ca).

## MONTHLY REPORTING

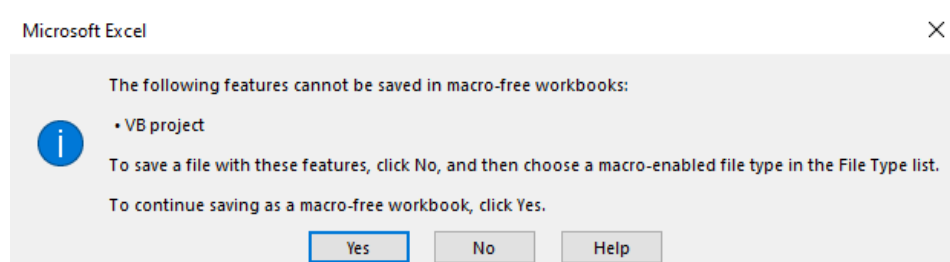
**PLEASE FORWARD to the person at your winery that submits VQA Sales Reports and to your IT support.**

LCBO has recently released a new version of the Winery Reporting Template, V26.2 "J10" form. This version has been released in excel format with the file extension .xlsm. This form cannot be uploaded to the VQA Services website due to security concerns with the embedded programming codes in this file type. Please see below for procedures to upload acceptable formats (pdf and xlsx only).

This type of Excel file uses VBA code to run its embedded macro calculations. If infected by a malicious virus, this executable code could cause significant data loss. Since the Wine Authority receives files from a wide range of sources, including winery users and their independent contractors, there is a possibility that a file may become infected and subsequently get through our virus screening. With the recent surge in ransomware and cyber attacks, we have chosen not to accept files with embedded executable code.

Here are the options for successfully uploading your VQA sales report form using the new version:

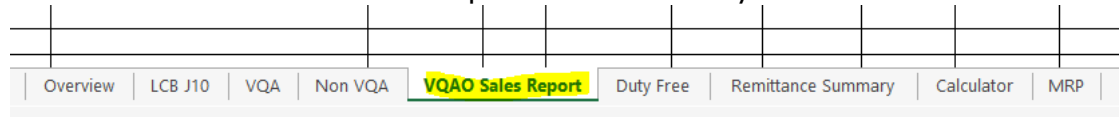
1. Excel format (entire Winery Reporting J10 package)
  - a. Once filled, go to the File tab and select Save As
  - b. Select Excel Workbook \*.xlsx as the file type and save
  - c. When asked if you want to continue saving as a macro free workbook, click Yes



- d. Upload the (macro free).xlsx file to the VQA Services site

## 2. PDF format (VQAO Sales sheet only)

- a. Click on the the "VQAO Sales Report" worksheet in your J10 file



- b. Go to the File tab and select Save As
- c. Select PDF \*.pdf as the file type and save
- d. Upload the .pdf file to the VQA Services site

Please don't hesitate to contact the office if you have any questions. **This does not impact LCBO reporting procedures or requirements.**

## ICEWINE REPORTING

Some helpful reminders for Icewine:

- Do not blend tanks of juice before getting the Brix test results from EDM Associates
- All juice intended for Icewine must be pressed with 7 days of harvest
- All frozen grapes must be weighed
- Complete your harvest and pressing reports online within 30 days of harvest
- For Juice Purchasers – it is your responsibility to ensure that the juice is eligible and that the VQA requirements and registrations have been met. Whomever registered the grapes and juice must logon to the VQA Services website to transfer the juice to your winery, otherwise you will not be able to use this juice in a VQA wine.

## VQA LOGO

The new VQA logo has been in market for just over 2 years and our marketing partners and most wineries have fully transitioned their packaging and promotional materials. Initially no mandatory deadline was established for transition to the new logo on labels and packaging. Now that much of the inventory has been drawn down, but recognizing stocks still remain, a deadline has been set to complete the phase out of the old logo. Effective July 31, 2024, all new wines submitted for VQA approval that carry the logo on the label, capsule or anywhere on the packaging will have to use the new version. The "no-logo" label option continues to be available if the appellation declaration on the principal display appears at 3.2 mm in size.

Everything explained: See your Members Manual at [Ontario Wine Appellation Authority WINERY SERVICES GUIDE \(vqaontario.ca\)](https://www.vqaontario.ca/)