

## **VABC INSPECTION FORM VERIFICATION**

From: **Helen Gordon** <[helen.gordon@virginiaabc.com](mailto:helen.gordon@virginiaabc.com)>

Date: Thu, Mar 20, 2025 at 4:14 PM

Subject: RE: FOLLOW-UP Confirmation Request for VaABC Forms and Documents received

To: Maura Walsh-Copeland <[Maura@walsh-copelandconsulting.com](mailto:Maura@walsh-copelandconsulting.com)>

Good afternoon Ms. Walsh-Copeland,

Assistant Special Agent in Charge John O'Connell has confirmed that the forms you have are the most current forms.

**Helen H. Gordon** | Senior Paralegal | Office of Legal Counsel

Office: (804) 213-4688 | Fax: (804) 494-8022 | [helen.gordon@virginiaabc.com](mailto:helen.gordon@virginiaabc.com)

Virginia ABC | 7450 Freight Way, Mechanicsville, Virginia 23116

[www.abc.virginia.gov](http://www.abc.virginia.gov)

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**From:** Maura Walsh-Copeland <[Maura@walsh-copelandconsulting.com](mailto:Maura@walsh-copelandconsulting.com)>

**Sent:** Thursday, March 20, 2025 2:28 PM

**To:** MeaghanOBrien@virginiaabc.com

**Subject:** FOLLOW-UP Confirmation Request for VaABC Forms and Documents received

Meaghan,

I was very thankful for the quick and complete response to questions originally presented to Marc Haalman and responded to by your office in September 2023. The information was extremely helpful.

As a follow-up,


- I would appreciate confirmation that the attached inspection forms and GO procedure documents received are still **THE MOST CURRENT VERSIONS.**
- If any have been updated since receipt in September, 2023 I would appreciate receiving the revised versions.


Thank you, again, for all your help!


*Maura Walsh-Copeland*





Walsh-Copeland Consulting, LLC

 **Brewery Inspection.pdf**  
1289K


 **Winery Inspection.pdf**  
1290K


 **Distillery Inspection.pdf**  
1288K

 **Site Visit Form.pdf**  
66K


 **G.O. 101 - Organizational Structure, Duties and Responsibilities 06.19.15.pdf**  
311K

 **G.O. 500 - Underage Buyer Operations 06.19.15.pdf**  
357K

 **G.O. 501 - Licensee Inspections 06.19.15.pdf**  
336K

 **G.O. 502 - Alcoholic Beverage License Applications 06.19.15.pdf**  
495K

 **G.O. 503 - Banquet.Special Event Application Investigations 06.19.15.pdf**  
313K

 **G.O. 100 - Organizational Philosophy 06.19.15.pdf**  
270K



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## COMPLIANCE INSPECTION REPORT

### LICENSEE INFORMATION

License Number: \_\_\_\_\_ Region: \_\_\_\_\_  
T/A: \_\_\_\_\_ Agent: \_\_\_\_\_  
Address: \_\_\_\_\_ Inspection Date: From: \_\_\_\_/\_\_\_\_/\_\_\_\_ To: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Phone Number: \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_ Inspection Time: From: \_\_\_\_\_ To: \_\_\_\_\_

By signing this statement, I am acknowledging my express consent to Special Agent(s) of the Virginia Alcoholic Beverage Control Authority to conduct a complete inspection of the licensed premises to include examining and inspecting such place and all records, invoices, and accounts therein in accordance with the provisions of §4.1-204 and 3VAC5-70-90 of the Code of Virginia.

Licensee (signature): \_\_\_\_\_ (print): \_\_\_\_\_

☐ NO VIOLATIONS NOTED ☐ VIOLATIONS NOTED

### INSPECTION INFORMATION

	YES	NO
ABC License Posted		
Designated Manager Posted		
Other Local/State/Federal Licenses/Permits Verified		
Ownership Correct		
Physical Address Correct		
Business Entity Address Correct		
Trade Name Correct		
If any answer is NO, explain		

Comments/Suggestions: \_\_\_\_\_ Compliance/Issues: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Licensee (signature): \_\_\_\_\_ (print): \_\_\_\_\_

Agent (signature): \_\_\_\_\_ (print): \_\_\_\_\_

# COMPLIANCE INSPECTION REPORT: WINERY

LICENSE NUMBER:

TRADE NAME:

Property & equipment owner

Property size

Adequate equipment for fermenting, bottling & storage a maximum capacity of approx. gallons of wine annually. Y/N

Bonded area locations

Sales records for onsite sales for which month?

Total Distilled Spirits production for the years in gallons (or liters)

Agricultural Product used for the fermentation of wine- Grapes owned by Licensee

Agricultural Product used for the fermentation of wine- Grapes grown in VA under lease

Agricultural Product used for the fermentation of wine- Grapes purchased in VA- Not under lease

Agricultural Product used for the fermentation of wine- Grapes purchased out of state

Invoices to retail space reviewed? Y/N

ABC Excise Tax Reports reviewed? Y/N

TTB Production Reports reviewed? Y/N

Delivery/Shipper Reports reviewed? Y/N

Areas of consumption on property

Is there a tasting room at location? Y/N

Is there a restaurant at location? Y/N

Is food available? Y/N

ABC Designated Managers List posted? Y/N

ABC License(s) posted? Y/N

Other wine available other than that produced by that farm winery? Y/N

Keg Books reviewed Y/N

Authorized Distributors?

Wholesale invoices reviewed? Y/N

Does the Farm Winery engage in Contract Wine making for other Wineries? Y/N/N/A

Does the Farm Winery engage in contract Wine making with another Farm Winery to produce wine? Y/N/N/A

Agreements reviewed Y/N

Does the licensee have entertainment expenses to retailers? Y/N

Records reviewed? Y/N

Samplings Conducted at retail establishments? Y/N

Expense reports for sales/marketing reviewed? Y/N

POS Materials? Y/N



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## SITE VISIT FORM

### APPLICANT INFORMATION

Application #: \_\_\_\_\_ License Type: \_\_\_\_\_  
T/A: \_\_\_\_\_ Agent: \_\_\_\_\_ Region: \_\_\_\_\_  
Address: \_\_\_\_\_ Site Visit Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Phone Number: \_\_\_\_-\_\_\_\_-\_\_\_\_ Site Visit Time: From: \_\_\_\_ To: \_\_\_\_

By signing this statement, I am acknowledging my express consent to Special Agent(s) of the Virginia Alcoholic Beverage Control Authority to conduct, as a pre-requisite to licensure, a complete site visit of the above-listed premises to include examining and evaluating such place, inventory, records, and all applicable qualifying items.

Applicant (signature): \_\_\_\_\_ (print): \_\_\_\_\_

- ☐ REVIEWED REQUIREMENTS, LAWS, AND REGULATIONS ASSOCIATED WITH THE LICENSE
- ☐ INCOMPLETE/UNDER CONSTRUCTION ☐ FOLLOW-UP VISIT SCHEDULED
- ☐ APPLICANT HAS MET ALL REQUIREMENTS TO SUPPORT ISSUANCE OF THE LICENSE
- ☐ DEFICIENCIES NOTED

### DEFICIENCIES/REMARKS/CORRECTIONS

1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

Comments/Suggestions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Applicant (signature): \_\_\_\_\_ (print): \_\_\_\_\_

Agent (signature): \_\_\_\_\_ (print): \_\_\_\_\_



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## COMPLIANCE INSPECTION REPORT

### LICENSEE INFORMATION

License Number: \_\_\_\_\_ Region: \_\_\_\_\_  
T/A: \_\_\_\_\_ Agent: \_\_\_\_\_  
Address: \_\_\_\_\_ Inspection Date: From: \_\_\_\_/\_\_\_\_/\_\_\_\_ To: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Phone Number: \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_ Inspection Time: From: \_\_\_\_\_ To: \_\_\_\_\_

By signing this statement, I am acknowledging my express consent to Special Agent(s) of the Virginia Alcoholic Beverage Control Authority to conduct a complete inspection of the licensed premises to include examining and inspecting such place and all records, invoices, and accounts therein in accordance with the provisions of §4.1-204 and 3VAC5-70-90 of the Code of Virginia.

Licensee (signature): \_\_\_\_\_ (print): \_\_\_\_\_

☐ NO VIOLATIONS NOTED ☐ VIOLATIONS NOTED

### INSPECTION INFORMATION

	YES	NO
ABC License Posted		
Designated Manager Posted		
Other Local/State/Federal Licenses/Permits Verified		
Ownership Correct		
Physical Address Correct		
Business Entity Address Correct		
Trade Name Correct		
If any answer is NO, explain		

Comments/Suggestions: \_\_\_\_\_ Compliance/Issues: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Licensee (signature): \_\_\_\_\_ (print): \_\_\_\_\_

Agent (signature): \_\_\_\_\_ (print): \_\_\_\_\_

# COMPLIANCE INSPECTION REPORT: BREWERY

LICENSE NUMBER:

TRADE NAME:

Property & equipment owner

Property size

Adequate equipment for fermenting, bottling and storing a maximum capacity of approx. gallons of beer annually Y/N

Bonded area locations

Areas of consumption on property

Is there a tasting/tap room? Y/N

Is there a restaurant at location? Y/N

Is food available? Y/N

ABC Designated Managers List posted? Y/N

ABC License(s) posted? Y/N

Other beer available other than that produced by that brewery? Y/N

Keg Books reviewed Y/N

Sales records for on site sales for which month?

Total beer production for the year in gallons (or liters)

Invoices to retail space reviewed? Y/N

ABC Excise Tax Reports reviewed? Y/N

TTB Production Reports reviewed? Y/N

Delivery/Shipper Reports reviewed? (If applicable) Y/N

Bonded Transfers from other Breweries Y/N

Authorized Distributors? Y/N

Wholesale invoices reviewed? Y/N

Product Approvals reviewed? Y/N

Random Sample Product

Product Approval Obtained? Y/N

Certificate of Label Approval? Y/N

Does the licensee have entertainment expenses to retailers? Y/N

Records reviewed? Y/N

Samplings Conducted at retail establishments? Y/N

Expense reports for sales/marketing reviewed? Y/N

POS Materials? Y/N

Does the Brewery engage in Contract Brewing for other Breweries? Y/N

Agreements reviewed Y/N



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Licensee (signature): \_\_\_\_\_ (print): \_\_\_\_\_

☐ NO VIOLATIONS NOTED ☐ VIOLATIONS NOTED

### INSPECTION INFORMATION

	YES	NO
ABC License Posted		
Designated Manager Posted		
Other Local/State/Federal Licenses/Permits Verified		
Ownership Correct		
Physical Address Correct		
Business Entity Address Correct		
Trade Name Correct		
If any answer is NO, explain		

Comments/Suggestions: \_\_\_\_\_ Compliance/Issues: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Licensee (signature): \_\_\_\_\_ (print): \_\_\_\_\_

Agent (signature): \_\_\_\_\_ (print): \_\_\_\_\_

## COMPLIANCE INSPECTION REPORT: DISTILLERY

LICENSE NUMBER:

TRADE NAME:

Property & equipment owner

Property size

Adequate equipment for distilling a maximum capacity of approx. gallons of distilled spirits annually  
Y/N

Bonded area locations

ABC License(s) posted? Y/N

Cash register Y/N

Computer/Internet Connection Y/N

Valid Business email address and telephone Y/N

Any changes to the approved distillery store layout? Y/N

"Do Not Sell" Stickers affixed to counter at the point of sale? Y/N

Hours of Operation

Store tastings conducted Y/N

Fee charged for participating Y/N

Amount charged?

Sampling area location

Sales records for onsite sales for which month

Total Distilled Spirits production for the year      in gallons (or liters)

TTB Production Reports reviewed? Y/N

Bonded Transfers from other Distilleries Y/N

Licensee engaged in distilling for Wineries Y/N

Records Reviewed? Y/N

Licensee engaged in selling to Mixed Beverage Licensees? Y/N

Licensee Order Forms Reviewed Y/N

Does the licensee have entertainment expenses for retailers? Y/N

Samplings Conducted at retail establishments? Y/N

POS Materials? Y/N

Expense reports for sales/marketing reviewed? Y/N

Solicitors Salesman Permits reviewed? Y/N