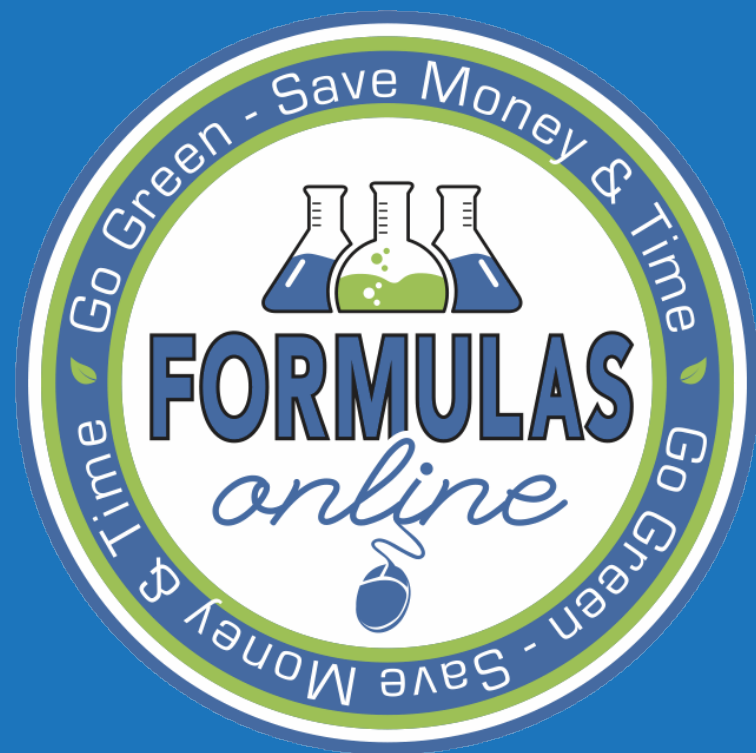


# WELCOME TO THE FORMULAS ONLINE WEBINAR

# FORMULAS ONLINE WEBINAR

- Please mute your phones or hit #6 to mute your teleconference line
- If you have a question during the presentation...
  - Use the chat feature
- Questions will be answered during the Q&A session (if time allows)

FORMULAS  
ONLINE:  
DIETARY  
SUPPLEMENTS

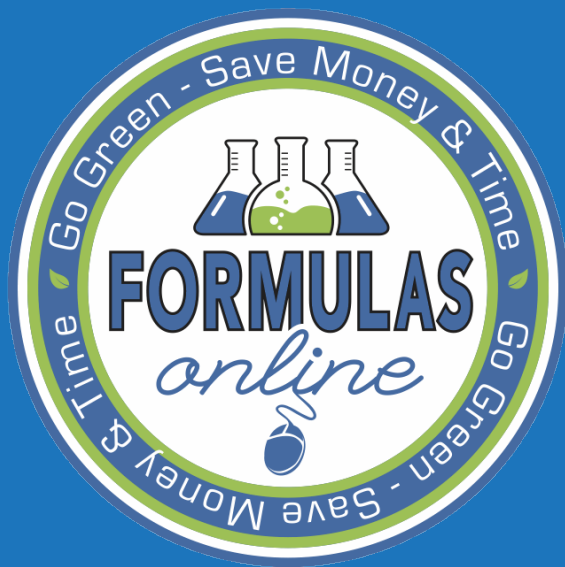


Rachel Sanderoff  
Chemist, Nonbeverage Products  
Laboratory



# FORMULAS ONLINE

- Getting Started
- Registration
- Submitting Formulas
  - Drawback
  - Samples
  - Needs Correction
  - Action Bar
- “Other” Process Type
- Notify
- Searching
  - Simple and Advanced
- Common Errors and FAQs
- Paper Submissions
- Fitness Determination
- Q&A



# GETTING STARTED



# THE FIRST STEPS

- Portal – <https://ttbonline.gov>
- Browser Compatibility
- Pop-Ups

https://ttbonline.gov



**TTB**

ALCOHOL AND TOBACCO TAX AND TRADE BUREAU  
U.S. Department of the Treasury

## Welcome to TTB Online

### Publicly available services:

- To view publicly available information about COLAs (both those filed via paper form and online), you may visit the [Public COLA Registry](#).
- View the TTB Online [Frequently Asked Questions \(FAQ\)](#) page on the TTB Internet site.

### Services requiring registration and logon:

User Name:

[Expired password ?](#)

Password:

[New or forgotten password ?](#)

Logon to:

COLAs Online

Formulas Online

You may expect an average turnaround time of approximately 30 days for label applications and 45 days for formula applications. Please plan accordingly.

Login at any time to check the status of [label applications](#) and/or [formula applications](#).

[Register for TTB Online](#). Need help on [how to register ?](#)

[Need Help Logging On and Using TTB Online ?](#)

[Privacy Policy](#)

[Privacy Impact Assessment](#)

UNITED STATES  
DEPARTMENT OF  
THE TREASURY



While the Alcohol and Tobacco Tax and Trade Bureau (TTB) makes every effort to provide complete information, data such as company names, addresses, permit numbers, and other data provided in the registry may change over time. TTB makes no warranty, expressed or implied, and assumes no legal liability or responsibility as to the currency, reliability or completeness of furnished data. TTB welcomes suggestions on how to improve our Public COLA Registry. Please contact us via email at [alfd@ttb.gov](mailto:alfd@ttb.gov).



# BROWSER COMPATIBILITY

- FONL is now compatible with most browsers!
  - If you are having trouble using Internet Explorer, you may have to enable 'Compatibility View'

**TTB** ALCOHOL AND TOBACCO TAX AND TRADE BUREAU  
U.S. Department of the Treasury

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**User Name:**  [Expired password ?](#)

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[Privacy Policy](#) [Privacy Impact Assessment](#)



# How to enable Compatibility View...

The image shows a screenshot of a Windows Internet Explorer browser window. The address bar displays the URL <https://www.ttbonline.gov/formulasonline/TTBOnlinePortal.jsp>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The Tools menu is open, showing various options such as Delete Browsing History..., InPrivate Browsing, Diagnose Connection Problems..., Reopen Last Browsing Session, InPrivate Filtering, InPrivate Filtering Settings, Pop-up Blocker, SmartScreen Filter, Manage Add-ons, Compatibility View, Compatibility View Settings, Subscribe to this Feed..., Feed Discovery, Developer Tools, OneNote Linked Notes, Send to OneNote, and Internet Options. A red arrow points to the 'Tools' menu, and another red arrow points to the 'Compatibility View' option. The background of the browser window shows the TTB Online website, which includes the TTB logo, a banner with an American flag, and a 'Welcome' message. Below the banner, there is a section for 'Publicly available services' and a 'Logon to:' section with buttons for 'COLAs Online' and 'Formulas Online'.

TTB Online - Welcome to TTB Online Windows Internet Explorer

https://www.ttbonline.gov/formulasonline/TTBOnlinePortal.jsp

File Edit View Favorites Tools Help

Delete Browsing History... Ctrl+Shift+Del

InPrivate Browsing Ctrl+Shift+P

Diagnose Connection Problems...

Reopen Last Browsing Session

InPrivate Filtering Ctrl+Shift+F

InPrivate Filtering Settings

Pop-up Blocker

SmartScreen Filter

Manage Add-ons

Compatibility View

Compatibility View Settings

Subscribe to this Feed...

Feed Discovery

Developer Tools F12

OneNote Linked Notes

Send to OneNote

Internet Options

TTB AND FORTCO TAX AND TRADE BUREAU

Publicly available services

- To view publicly available services...
- View the TTB Online...

Services requiring registration

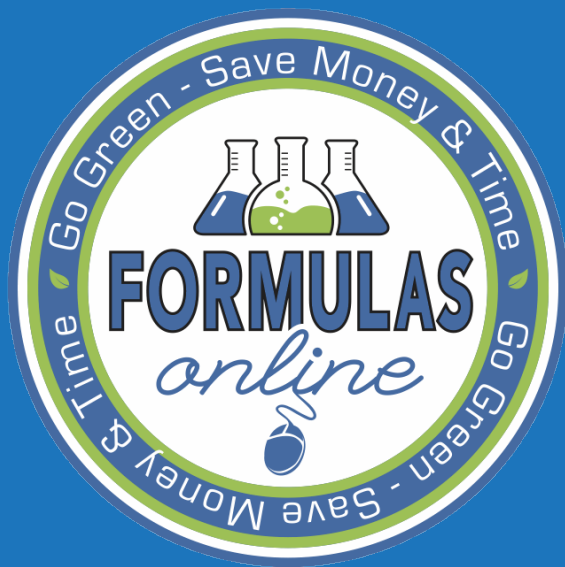
Logon to: COLAs Online Formulas Online



# POP-UPS

- Turn off all pop-up blockers!
  - FONL utilizes pop-up windows for most functions.

A screenshot of a Windows Internet Explorer browser window displaying the TTB Online website. The address bar shows the URL 'https://www.ttbonline.gov/formulasonline/TTBOnlinePortal.jsp'. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The 'Tools' menu is open, showing options like 'Delete Browsing History...', 'Diagnose Connection Problems...', 'Pop-up Blocker', 'Phishing Filter', 'Manage Add-ons', 'Subscribe to this Feed...', 'Feed Discovery', 'Send to OneNote', and 'Internet Options'. A red arrow points to the 'Pop-up Blocker' option. The website content includes a 'Welcome' message, a 'Publicly available services' section with links to 'Public COLA Registry' and 'Frequently Asked Questions (FAQ)', and a 'Services requiring registration and login' section with input fields for 'User Name' and 'Password', and buttons for 'COLAs Online' and 'Formulas Online'. A red-bordered box contains a 'NOTE TO COLAS ONLINE USERS' regarding authentication questions. At the bottom, there are links for 'Privacy Policy' and 'Privacy Impact Assessment', and the 'DEPARTMENT OF THE TREASURY' logo.



# REGISTRATION



**TTB**

**ALCOHOL AND TOBACCO TAX AND TRADE BUREAU**  
*U.S. Department of the Treasury*

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[Expired password ?](#)

**Password:**

[New or forgotten password ?](#)

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[Privacy Policy](#)

[Privacy Impact Assessment](#)

UNITED STATES  
DEPARTMENT OF  
THE TREASURY



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Registry. Please contact us via email at [alfd@ttb.gov](mailto:alfd@ttb.gov).

# User Registration

**Main** | [Company](#) | [Comments](#) | [Docs/Links](#)

[Print](#) | [Comment](#) | [Upload](#) | [POA Form](#) | [SA Form](#)

## Type of Application

- New Application** You've never had an online account with TTB
- Reactivate an Inactive Account** In the past, you had an online account with TTB that has been inactivated

## Personal Information

\* First Name:  M. I.:  \* Last Name:  Suffix:

\* Employer:  \* Title:  Label Rep. ID:

\* Phone Number:  Fax Number:

Address Format:

\* Street:

\* City:

\* State:

\* Zip:

## Business E-mail Addresses

Up to three e-mail addresses may be provided. COLAs Online and Formulas Online will correspond with the Primary e-mail address.

SET AS PRIMARY	E-MAIL ADDRESS
* <input checked="" type="radio"/>	<input type="text"/>
<input type="radio"/>	<input type="text"/>
<input type="radio"/>	<input type="text"/>

## Authentication Questions

Select three questions and provide answers. These answers will enable you to create your initial password, and will be used for authentication should you ever forget your password.

	QUESTION	ANSWER
* 1:	<input type="text"/>	<input type="text"/>
* 2:	<input type="text"/>	<input type="text"/>
* 3:	<input type="text"/>	<input type="text"/>

Enter in all required information.

\* Indicates a required field

Click 'Next' button



# User Registration ?

[Main](#) [Company](#) [Comments](#) [Docs/Links](#)

[Print](#) | [Comment](#) | [Upload](#) | [POA Form](#) | [SA Form](#)

## Company Detail ?

If you are requesting access to COLAs Online, please specify

COLAs Online System Access:

<input type="checkbox"/>	SYSTEM	BEVERAGE/ NON	PERMIT/ CODE	COMPANY	ACCESS	ACCESS LEVEL	REQUESTED ACTION	DISPOSITION
--------------------------	--------	---------------	--------------	---------	--------	--------------	------------------	-------------

Add

« Previous

Validate

Cancel

Submit

Next »

Company Detail

*Must click 'Add' button to add company information.*





https://www.ttbonline.gov/?method=addAddress&null=null - Formulas Online - Company - Windows Internet Explorer

## User Profile Company

Main Company

Print | Close

### Company

If you are  
COLAS Or

SYSTEM

#### System Information ?

- \* System Requested:  COLAs Online  Formulas Online
- \* System Access:  Submitter  Preparer / Reviewer
- \* Company Type:  Alcohol Beverage  Nonbeverage Product

#### Company Information ?

- Registry, Permit, or Brewer's Notice:
- Company Code: *(if known)*
- \* Company Name:
- Address Format: USPS Domestic ▾
- \* Street:
- \* City:
- \* State:
- \* Zip Code:  -

#### Individual Information

- \* Relationship of Applicant to Company:  Employee  Representative
- \* Signature Authorization:  Owner  Signing Authority  Power of Attorney

Enter in all required information.  
\* Indicates a required field

POSITION



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ALCOHOL AND TOBACCO TAX AND TRADE BUREAU  
U.S. Department of the Treasury

[Text Menu](#) [Help](#) [Contact Us](#) [Exit](#)

# User Registration ?

Use links provided to download an electronic form

[Main](#) | [Company](#) | [Comments](#) | **[Docs/Links](#)**

[Print](#) | [Comment](#) | [Upload](#) | [POA Form](#) | [SA Form](#)

## Submission Documents ?

Click 'Upload' button

TYPE	DESCRIPTION	INVALIDATED FILE
		<a href="#">Upload</a>

[« Previous](#)

[Validate](#)

[Cancel](#)

[Submit](#)

Use Docs/Links Tab to upload a Power of Attorney or Signature Authority Form





# User Registration ?

[Main](#) [Company](#) [Comments](#) [Docs/Links](#)

[Print](#) | [Comment](#) | [Upload](#) | [POA Form](#) | [SA Form](#)

Submit

TYPE

https://www.ttbonline.gov/?method=editAttachment&currentTab=Attachments&index=&parent=Submissio - Windows Int...  
File Edit View Favorites Tools Help

## Attachment

**Uploaded File Information ?**

\* Description:   
100 characters left

\* Type:   
Other  
Power of Attorney  
Signing Authority

\* File:

We collect this information to verify your compliance with Federal laws and regulations that TTB administers. The information collected on this form must be considered confidential tax information under 26 U.S.C. 6103, and must not be disclosed to any unauthorized



## User Registration

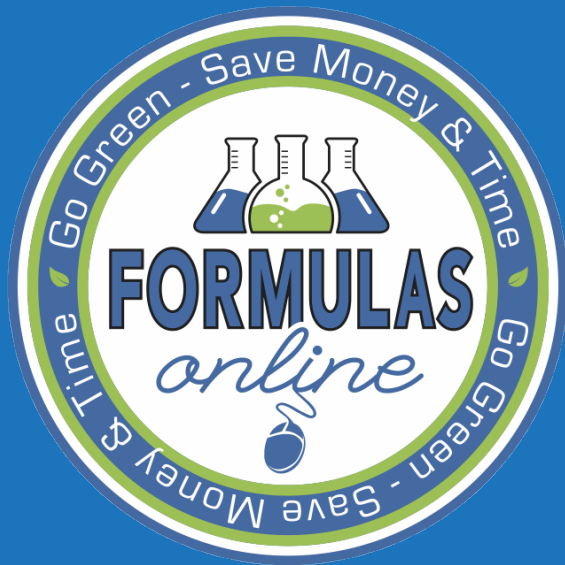
*Thank You. Your application has been successfully submitted. Please allow up to 30 days for processing. You will be contacted by e-mail when a determination has been reached or if additional information is needed.*

*When referring to this application, please use the following submission ID: 1001743. You should keep a record of this submission ID for tracking purposes.*

We collect this information to verify your compliance with Federal laws and regulations that TTB administers. The information collected on this form must be considered confidential tax information under 26 U.S.C. 6103, and must not be disclosed to any unauthorized party under 26 U.S.C. 7213.

*When referring to this application, please use the following submission ID: 1001743.*

*If you have questions about your registration, provide the **Submission ID #** given to you when you submitted your registration.*



# SUBMITTING FORMULAS



**TTB**

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U.S. Department of the Treasury

# Formulas Online

[Home](#) [Text Menu](#) [My Profile](#) [Help](#) [Contact Us](#) [Log Off](#)

- ▾ New   ▸ Modify Registration
- Formula and Process for Domestic and Imported Alcohol Beverages
- **Formula and Process for Nonbeverage Product**
- Formula and/or Process for Article Made with Specially Denatured Spirits
- Formula and Process for Nonbeverage Product - Rider

Apply Sort   Clear Sort

Submissions ▾  Search [Advanced Search](#)

Records 1 - 2 of 2 (Total Matching Records: 2) (Page 1 of 1)

SUBMISSION ID	SUBMISSION TYPE	PAPER	SUBMISSION STATUS	SUBMISSION DATE	ENTERED BY	SUBMITTER
---------------	-----------------	-------	-------------------	-----------------	------------	-----------

We collect this information to verify your compliance with Federal laws and regulations that TTB administers. The information collected on this form must be considered confidential tax information under 26 U.S.C. 6103, and must not be disclosed to any unauthorized party under 26 U.S.C. 7213.

https://www.ttbonline.gov/ - Company - Windows Internet Explorer

# Company

\* fields are required.

Paper Submission

\* Company Code:

Go

Fill in Company Code

Choose 'Create New Formula' or 'Supersede Existing Formula'

https://www.ttbonline.gov/ - Formula Action - Windows Internet Explorer

# Formula Action

\* Action:  Create New Formula  Supersede Existing Formula

Cancel

https://www.ttbonline.gov/ - Formula Action - Windows Internet Explorer

# Formula Action

\* Action:  Create New Formula  Supersede Existing Formula

**Formula Action**

Approved TTB Formula ID:	<input type="text"/>	Approved Company Formula #:	<input type="text"/>
OR			
TTB Formula ID:	<input type="text"/>		
OR			
Company Code:	WLF - We Love Flavors	Company Formula #:	<input type="text"/>

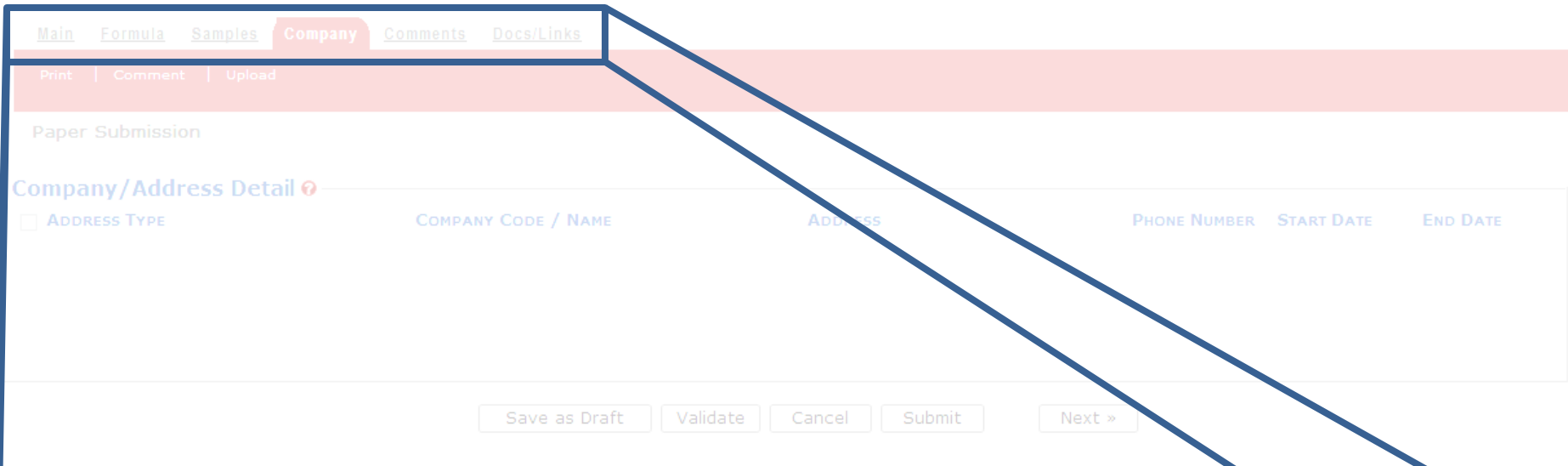
Continue Cancel

Superseding Existing Formula

Requires:

FONL ID#s (if known)  
or  
Co. Code and TTB #  
(does not have to be in FONL system)


# Formula and Process for Nonbeverage Product



Main | Formula | Samples | **Company** | Comments | Docs/Links

Print | Comment | Upload

Paper Submission

Company/Address Detail 

<input type="checkbox"/> ADDRESS TYPE	COMPANY CODE / NAME	ADDRESS	PHONE NUMBER	START DATE	END DATE

Save as Draft | Validate | Cancel | Submit | Next »



Main | Formula | Samples | **Company** | Comments | Docs/Links

**TABS** appear on the display of a submission. The content of the submission is organized into specific sections.



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U.S. Department of the Treasury

**Formulas Online**

[Home](#) [Text Menu](#) [My Profile](#) [Help](#) [Contact Us](#) [Log Off](#)  
[My Submissions](#)

https://www.ttbonline.gov/?method=addAddress&currentTab=Company&OWASP\_CSRFTOKEN=7...

# Address

\* fields are required.

\* **Address Type:**

**Address Format:**

\* **Street:**

\* **City:**

\* **State:**

\* **Zip:**  -

We collect this information to verify your compliance with Federal laws and regulations that TTB administers. The information collected on this form must be considered confidential tax information under 26 U.S.C. 6103, and must not be disclosed to any unauthorized party under 26 U.S.C. 7213.

## Company Tab:

### Company Information

- Mailing Addresses
- Manufacturing Addresses
- Contact Information

The Company address associated with the company code will automatically prepopulate.



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U.S. Department of the Treasury

# Formulas Online

[Home](#) [Text Menu](#) [My Profile](#) [Help](#) [Contact Us](#) [Log Off](#)  
[My Submissions](#)

[New](#) [View](#) [Company](#)

Submissions ▾

Search

[Advanced Search](#)

## Formula and Process for Nonbeverage Product ?

**Main** | [Formula](#) | [Samples](#) | [Company](#) | [Comments](#) | [Docs/Links](#)

[Print](#) | [Comment](#) | [Upload](#)

Paper Submission

\*  Create New Formula ?  Supersede Existing Formula

**Company Formula #**  
= TTB #

\* Company Formula #:  -

TTB Formula ID:

Company ID:  Company Name:

### Main Tab:

Basic information

- TTB #
- Product Name
- Product Type

\* Product Name:

**Product Name**

\* Product Type:

\* Kind of Spirits On Which Distilled:  190 Proof

**Product Type**

- Flavor/Flavoring Extract
- Medicine/Medicinal Preparation
- Perfume
- Food Product
- Dietary Supplement

### Contacts

Address Type	Name	Telephone	E-mail Address
Contact			

« Previous

Save as Draft

Validate

Cancel

Submit

Next »





TTB

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U.S. Department of the Treasury

Formulas Online

Home Text Menu My Profile Help Contact Us Log Off  
My Submissions

New View Company

Submissions

Search

Advanced Search

# Formula and Process for Nonbeverage Product

Main Formula Samples Company Comments Docs/Links

Print Comment Upload

Paper Submission

## Summary

\* Measurements Used:

\* Process Type:

Eligible Absolute Alcohol Used:

Alcohol Content of Finished Product:

Eligible Plus Recovered Spirits:

English  Metric

- Simple Mixture
- Filtration
- Washed Extracts
- Other

UNIT

% v/v

% v/v

% v/v

TOLERANCE

**Process Type**  
Important for calculations of eligible and total alcohol

Is calculated alcohol content of finished product not the same as declared alcohol content?

\* Density of Finished Product:

lbs per gallon

\* Number of Days to Complete Process:

**Density**  
For calculating yield volumes

WEIGHT (LB)

(LOW)

WEIGHT (LB)

(HIGH)

VOLUME (GAL)

(LOW)

VOLUME (GAL)


(HIGH)

Theoretical Yield:

Actual Yield:

**Yields**  
Actual (w) – entered by submitter  
Theoretical (w) – calculated based on weight of all ingredients  
Volumes – calculated based on density

\* Product Name:

\* Product Type:  

Kind of Spirits On Which D

Submitter:

- Flavor/Flavoring Extract
- Medicine/Medicinal Preparation
- Perfume
- Food Product
- Dietary Supplement

**Contacts**

Address Type	Name	Telephone	E-mail Address


Once Dietary Supplement is chosen as a Product Type on the Main Tab...

The only choice for Process Type on the Formula Tab will be 'Dietary Supplement.'

**Summary**

Product Name:

Measurements Used:  English  Metric

Process Type:  

	Low	High	UNIT	TOLERANCE
Eligible Absolute Alcohol Used:	<input type="text"/>	<input type="text"/>	<input type="text" value="% v/v"/>	
Alcohol Content of Finished Product:	<input type="text"/>	<input type="text"/>	<input type="text" value="% v/v"/>	<input type="text"/>
Eligible Plus Recovered Spirits:	<input type="text"/>	<input type="text"/>	<input type="text" value="% v/v"/>	

Is calculated alcohol content of finished product not the same as declared alcohol content?

Density of Finished Product:  lbs per gallon

Number of Days to Complete Process:

	WEIGHT (LB) (LOW)	WEIGHT (LB) (HIGH)	VOLUME (GAL) (LOW)	VOLUME (GAL) (HIGH)
Theoretical Yield:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Actual Yield:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

# Drawback

Main Formula Samples Company Comments Docs/Links

Print Comment Upload

Paper Submission

## Summary

Product Name:

\* Measurements Used:

English  Metric

\* Process Type:

Dietary Supplement

	Low	High	UNIT	TOLERANCE
Eligible Absolute Alcohol Used:	<input type="text"/>	<input type="text"/>	<input type="text" value="% v/v"/>	
Alcohol Content of Finished Product:	<input type="text"/>		<input type="text" value="% v/v"/>	<input type="text"/>
Eligible Plus Recovered Spirits:	<input type="text"/>	<input type="text"/>	<input type="text" value="% v/v"/>	

Is calculated alcohol content of finished product not the same as declared alcohol content?

\* Density of Finished Product:  lbs per gallon

\* Number of Days to Complete Process:

	WEIGHT (LB) (LOW)	WEIGHT (LB) (HIGH)	VOLUME (GAL) (LOW)	VOLUME (GAL) (HIGH)
Theoretical Yield:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Actual Yield:	* <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## Alcoholic Beverage Use

Is Finished Product to be Used In Alcoholic Beverages?

## Dietary Supplement Components

Does product contain herbs?

Does product contain liquids?

## Additional Details

Unfit for Beverage Statement:

  
1000 characters left

Taste Panel Results:

  
1000 characters left

Formula Information and Process:

  
Unlimited

## Dietary Supplement Components

- Does product contain herbs?
- Does product contain liquids?



Checking the box opens the section and allows for more information to be entered.

## Dietary Supplement Components

- Does product contain herbs?

### HERBS

<input type="checkbox"/> INGREDIENT	WEIGHT (LB)	MOISTURE (%)	ADDITIONAL INFORMATION
-------------------------------------	-------------	--------------	------------------------

Add

Delete

- Does product contain liquids?

### Dietary Supplement Components ?

Does product contain herbs?

---

#### HERBS ?

<input type="checkbox"/> INGREDIENT	WEIGHT (LB)	MOISTURE (%)	ADDITIONAL INFORMATION
<input type="button" value="Add"/> <input type="button" value="Delete"/>			

Does product contain liquids?

Clicking 'Add' button displays a pop-up window for ingredients.

https://test.ttbonline.gov/?method=editIngredient&currentTab=Formula&index=&type=Dietary Supple - Windows Internet Explorer

# Ingredient

### Dietary Supplement - Herbs

\* Ingredient:

\* Weight (LB):

\* Moisture (%):

Additional Information:

250 characters left

*\* Indicates a required field*

We collect this information to verify your compliance with Federal laws and regulations that TTB administers. The information collected on this form must be considered confidential tax information under 26 U.S.C. 6102, and must not be disclosed to any unauthorized party under

Done Trusted sites | Protected Mode: Off 100%

# Ingredient

## Dietary Supplement - Herbs

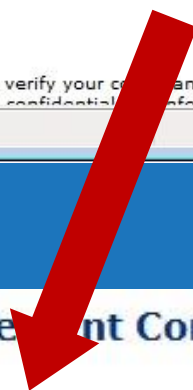
\* Ingredient:

\* Weight (LB):

\* Moisture (%):

Additional Information:  
  
250 characters left

We collect this information to verify your compliance with Federal laws and regulations that TTB administers. The information collected on this form must be considered confidential information under 26 U.S.C. 6103, and must not be disclosed to any unauthorized party under



## Dietary Supplement Components

Does product contain herbs?

### HERBS

<input type="checkbox"/> INGREDIENT	WEIGHT (LB)	MOISTURE (%)	ADDITIONAL INFORMATION
<input type="checkbox"/> <a href="#">Herb</a>	15	19.5	

Does product contain liquids?

### Dietary Supplement Components

- Does product contain herbs?
- Does product contain liquids?



Checking the box opens the section and allows for more information to be entered.

### Dietary Supplement Components

- Does product contain herbs?
- Does product contain liquids?

#### LIQUIDS

<input type="checkbox"/>	INGREDIENT	WEIGHT (LB)	VOLUME (GAL)	ELIGIBLE ALCOHOL (%)	TOTAL ALCOHOL (%)	ADDITIONAL INFORMATION
--------------------------	------------	----------------	-----------------	----------------------------	-------------------------	------------------------

Add

Delete



### Dietary Supplement Components ?

Does product contain herbs?  
 Does product contain liquids?

#### LIQUIDS ?

<input type="checkbox"/> INGREDIENT	WEIGHT (LB)	VOLUME (GAL)	ELIGIBLE ALCOHOL (%)	TOTAL ALCOHOL (%)	A
<input type="button" value="Add"/> <input type="button" value="Delete"/>					

Clicking 'Add' button displays a pop-up window for ingredients.

https://test.tbonline.gov/?method=editIngredient&currentTab=Formula&index=&type=Dietary Supple - Windows Internet Explorer

# Ingredient

### Dietary Supplement - Liquids

\* Ingredient:

\* Weight (LB):

\* Volume (GAL):

\* Eligible Alcohol (%):

\* Total Alcohol (%):

Additional Information:

250 characters left

\* Indicates a required field

Done  Trusted sites | Protected Mode: Off 100%



# Ingredient

## Dietary Supplement - Liquids

\* Ingredient:

\* Weight (LB):

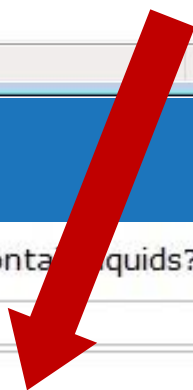
\* Volume (GAL):

\* Eligible Alcohol (%):

\* Total Alcohol (%):

Additional Information:

250 characters left



Does product contain liquids?

### LIQUIDS

<input type="checkbox"/>	INGREDIENT	WEIGHT (LB)	VOLUME (GAL)	ELIGIBLE ALCOHOL (%)	TOTAL ALCOHOL (%)	ADDITIONAL INFORMATION
<input type="checkbox"/>	<a href="#">Alcohol 190 Proof</a>	60	8.83	95	95	
<input type="checkbox"/>	<a href="#">Water</a>	25	3	0	0	

## Dietary Supplement Components

Does product contain herbs?

### HERBS

<input type="checkbox"/> INGREDIENT	WEIGHT (LB)	MOISTURE (%)	ADDITIONAL INFORMATION
<input type="checkbox"/> <a href="#">Herb</a>	15	19.5	

Add

Delete

Does product contain liquids?

### LIQUIDS

<input type="checkbox"/> INGREDIENT	WEIGHT (LB)	VOLUME (GAL)	ELIGIBLE ALCOHOL (%)	TOTAL ALCOHOL (%)	ADDITIONAL INFORMATION
<input type="checkbox"/> <a href="#">Alcohol 190 Proof</a>	60	8.83	95	95	
<input type="checkbox"/> <a href="#">Water</a>	25	3	0	0	

Add

Delete

Paper Submission

Submission ID: 1333096  
Status: Draft

Date Submitted:

**Summary** ?

Product Name:

\* Measurements Used:

\* Process Type: ?

English  Metric

Dietary Supplement ▾

**Eligible Alcohol**

**Total Alcohol and Tolerance**

	Low	High	UNIT	TOLERANCE
Eligible Absolute Alcohol Used:	73.778	81.648	% v/v	
Alcohol Content of Finished Product:	68.864		% v/v	+/-5%
Eligible Plus Recovered Spirits:			% v/v	

Is calculated alcohol content of finished product based on theoretical alcohol content?

**Theoretical Yield**  
*(weight and volume)*

**Actual Yield**  
*(volume)*

\* Density of Finished Product: 7.3  
\* Number of Days to Complete Process: 1

	WEIGHT (LB) (LOW)	WEIGHT (LB) (HIGH)	VOLUME (GAL) (LOW)	VOLUME (GAL) (HIGH)
Theoretical Yield:	100		13.699	
Actual Yield:	* 75	83	10.274	11.37

All calculations are completed automatically!

Paper Submission

Submission ID: 1333096  
Status: Draft

Date Submitted:

Summary ?

Product Name:

\* Measurements Used:

English  Metric

\* Process Type: ?

Dietary Supplement ▾

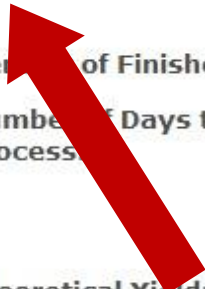
	Low	High	UNIT	TOLERANCE
Eligible Absolute Alcohol Used:	<input type="text" value="73.778"/>	<input type="text" value="81.648"/>	% v/v ▾	
Alcohol Content of Finished Product:	<input type="text" value="68.864"/>		% v/v ▾	+/-5%
Eligible Plus Recovered Spirits:	<input type="text"/>	<input type="text"/>	% v/v ▾	

Is calculated alcohol content of finished product not the same as declared alcohol content?

\* Density of Finished Product:  lbs per gallon

\* Number of Days to Complete Process:

	WEIGHT (LB) (LOW)	WEIGHT (LB) (HIGH)	VOLUME (GAL) (LOW)	VOLUME (GAL) (HIGH)
Theoretical Yield:	<input type="text" value="100"/>		<input type="text" value="13.699"/>	
Actual Yield:	* <input type="text" value="75"/>	<input type="text" value="83"/>	<input type="text" value="10.274"/>	<input type="text" value="11.37"/>



Different value for the Alcohol Content of the Finished Product

<b>Eligible Absolute Alcohol Used:</b>	<input type="text" value="73.778"/>	<input type="text" value="81.648"/>	<input type="text" value="% v/v"/>	
<b>Alcohol Content of Finished Product:</b>	<input type="text" value="68.864"/>		<input type="text" value="% v/v"/>	<input type="text" value="+/-5%"/>
<b>Eligible Plus Recovered Spirits:</b>	<input type="text"/>	<input type="text"/>	<input type="text" value="% v/v"/>	

Is calculated alcohol content of finished product not the same as declared alcohol content?



Is calculated alcohol content of finished product not the same as declared alcohol content?

**Alcohol Content of Finished Product (Declared):**

**Reason for Difference:**

The value, units, tolerance, and the reason for the difference can be entered.

## Additional Details

### Unfit for Beverage Statement:

1000 characters left

### Taste Panel Results:

1000 characters left

### Formula Information and Process:

Unlimited

« Previous

Save

Next »

### Additional Details:

- Unfit for Beverage Use Statement
- Taste Panel Results
- Formula Information and Process



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# Formula and Process for Nonbeverage Product ?

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Paper Submission

### Submission Documents ?

TYPE	DESCRIPTION	INVALIDATED FILE
<input type="button" value="Upload"/>		

### Submission Links ?

SUBMISSION ID	DESCRIPTION
<input type="button" value="Add"/> <input type="button" value="Delete"/>	

**Docs/Links Tab:**

- Upload files
  - Spec sheets
  - FIDs
  - Etc...
- Link FONL submissions
- Reference purposes

We collect this information to verify your compliance with Federal laws and regulations that TTB administers. The information collected on this form must be considered confidential tax information under 26 U.S.C. 6103, and must not be disclosed to any unauthorized party under 26 U.S.C. 7213.





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# Formula and Process for Nonbeverage Product

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Paper Submission

## Submission Documents

TYPE	DESCRIPTION	INVALIDATED FILE	SIZE	DATE

Submission   
 SUBMISSION

https://www.ttbonline.gov/?method=editAttachment&currentTab=Attachments&index=&parent=Submissio - Windows Int...

File Edit View Favorites Tools Help

Links 00 Gmail 01 Drawback Tutorial 02 RLIS 03 LIMS 04 FONL 05 RMASE SharePoint 06 TTBweb

## Attachment

**Uploaded File Information**

\* Description:    
 100 characters left

\* Type: -- Select Type --

\* Viewable By: NPL

\* File:

We collect this information under 26 U.S.C. 6103, and

potential tax information



https://test.ttbonline.gov/?method=editAttachment&currentTab=Attachments&index=&parent=Submissi - Windows Intern...

File Edit View Favorites Tools Help

# Attachment

**Uploaded File Information** ?

\* Description:   
100 characters left

\* Type: -- Select Type --  
-- Select Type --  
Adoption Letter  
FID Sheet  
Method of Manufacture  
NBA Rider  
Other  
Spec Sheet

\* File:

We collect this information to verify your compliance with Federal laws and regulations that TTB administers. The information collected on this form must be considered confidential tax information under 26 U.S.C. 6103, and must not be disclosed to any unauthorized

Browse for the file on your computer and upload it to the submission

### Submission Documents

<input type="checkbox"/>	TYPE	DESCRIPTION	INVALIDATED FILE	SIZE	DATE	
<input type="checkbox"/>	Spec Sheet	Spec Sheet for purchased product.	<input type="checkbox"/> specsheet.pdf	20 Kb	04/22/2011	<a href="#">edit</a>



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## Formula and Process for Alcohol Beverages

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Paper Submission

**Comments Detail**

Add

Save as Draft

Validate

Cancel

Submit

### Comments Tab:

- Comments can be added by submitter and TTB at any time.



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# Formula and Process for Alcohol Beverages

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Paper Submission

[Comments Detail](#)

https://www.ttbonline.gov/?method=addComment&currentTab=Co...

## Comment

**Comment**

\* **Comments:**

2000 characters left

# Comment

## Comment

\* Comments:

Sample will be forwarded by 7/29/11

1965 characters left

OK

Cancel



## Comments Detail

Select/Clear All

Date/Time: 07-22-2011 08:58 AM

Submitted by:

Jane Smith

[Comment:](#) Sample will be forwarded by 7/29/11

Add

Delete

TTB Formula and Process for Nonbeverage Product

Face Sheet Submission

Submission ID: 1221821    TTB Formula ID: 1220721    Date Submitted: 04-10-2011 12:30:41

Summary

Maximum Alcohol Used: 20.0%  
 Process Type: 49  
 Single Alcohol Alcohol Used: 20.0%    High    4901    1000000  
 Alcohol Content of Finished Product: 20.0%    49.0%    1000  
 Single Plus Recovered Spirits: 0.0%    0.0%

Details of Finished Product:

	Weight (LB) (LOW)	Weight (LB) (HIGH)	Volume (GAL) (LOW)	Volume (GAL) (HIGH)
Theoretical Yield	100		11.9	
Actual Yield	99		11.87	

Alcoholic Components/Compounded Flavors

Ingredients:

Ingredient	Weight (LB)	Volume (GAL)	Density (LB/GAL)	Alcohol%
20.0% 49.0%	20.0	3.676	5.469	89

Nonalcoholic Components

Ingredients:

Ingredient	Weight (LB)	Volume (GAL)	Density (LB/GAL)	Alcohol%	Total Alcohol (G)	TTB Formula ID	Company Formula #
100.0% 0.0%	100	0.00	8.008	0	0	1220721	FD1400-10

Additional Details

Buttons – What do they do?

**Save as Draft:**  
 Saves the incomplete submission to be completed later. Does not check for errors.

**Validate:**  
 Checks for errors.

**Cancel:**  
 Cancels and deletes the formula.

**Submit:**  
 Validates and submits to TTB.

---

**NOTE:** *The formula cannot be edited once submitted!*



Formula Information and Process

« Previous    Save as Draft    Validate    Cancel    Submit    Next »

Once Submitted...



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## Formula and Process for Nonbeverage Product

*Thank You. Your submission has been successfully completed. You will be contacted by e-mail when analysis has been completed or if additional information is needed.*

*When referring to this submission, please use the following submission ID: 1318860.*

We collect this information to verify your compliance with Federal laws and regulations that TTB administers. The information collected on this form must be considered confidential tax information under 26 U.S.C. 6103, and must not be disclosed to any unauthorized party under 26 U.S.C. 7213.

*When referring to this submission, please use the following submission ID: 1318860.*

Email received after formula is  
submitted.

**From:** ttb.fonl@ttb.gov  
**Sent:** Friday, April 22, 2011 2:31 PM  
**To:** Sanderoff, Rachel K.  
**Subject:** Submitter: Your Submission has been received

Dear Submitter: Your Submission ID 1001631 has been received by the TTB Formulas Online system. You will be notified when analysis has been completed or if additional information is needed.

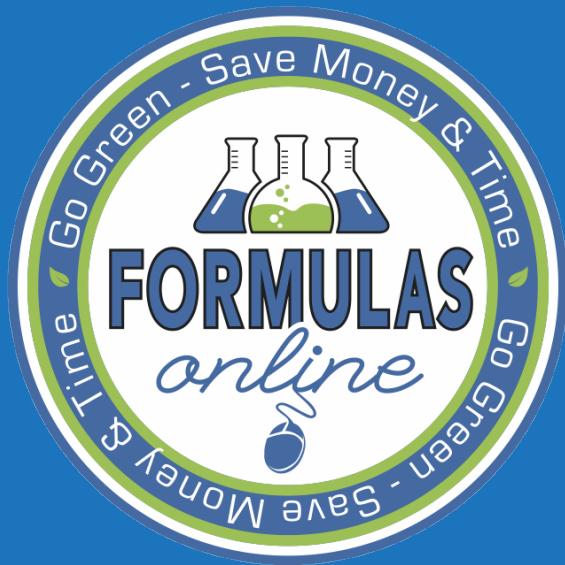
If you identified one or more physical samples being sent to the TTB laboratory, please follow the sample mailing instructions that were provided to you when you made the submission. To view the mailing instructions again, please select the link at the end of this message to logon to Formulas Online. After you have logged on, select the submission displayed on the My Submissions page, select the Samples tab, select the Sample(s), and select 'Print Sample ID Sheet' option.

You may also view the submission at any time.

Thank You for using Formulas Online!

<https://test.ttbonline.gov/formulasonline/TTBOnlinePortal.jsp>





# SUBMITTING FORMULAS

## SAMPLES



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## Formula and Process for Nonbeverage Product ?

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Paper Submission

### Sample Detail ?

<input type="checkbox"/>	SAMPLE ID	LIMS ID	QUANTITY	UNIT	% FILL	DESCRIPTION OF CONTENTS	DATE SENT	DATE RECEIVED
<input type="button" value="Add"/>								

We collect this information to verify your compliance with Federal laws and regulations that TTB administers. The information collected on this form must be considered confidential tax information under 26 U.S.C. 6103, and must not be disclosed to any unauthorized party under 26 U.S.C. 7213.

### Samples Tab:

- \* Used only if a sample is needed
- Enter sample information

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## Formula and Process for Nonbeverage Product ?

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Paper Submission

### Sample Detail ?

<input type="checkbox"/> SAMPLE ID	LIMS ID	DATE RECEIVED
------------------------------------	---------	---------------

We collect this information to verify your comp under 26 U.S.C. 6103, and must not be disclo

be considered confidential tax information

https://www.ttbonline.gov/?method=editSample&currentTab=Samples&O...

### Sample

**Sample Information**

Sample ID:

Quantity:  Unit of Measure:

% Fill:

\* Description:

250 characters left

Date Sent:

https://www.ttbonline.gov/?method=editSample&currentTab=Samples&OW...

# Sample

**Sample Information**

Sample ID:

Quantity:  Unit of Measure:

% Fill:

\* Description:   
243 characters left

Date Sent:

Date Received is completed by lab

Sample Detail

For Selected Sample:

<input type="checkbox"/>	SAMPLE ID	LIMS ID	QUANTITY	UNIT	% FILL	DESCRIPTION OF CONTENTS	DATE SENT	DATE RECEIVED
<input type="checkbox"/>	Pending		2.0	oz		TTB #78		

Will say pending until the formula is submitted.



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## Formula and Process for Nonbeverage Product

*Thank You. Your submission has been successfully completed. You will be contacted by e-mail when analysis has been completed or if additional information is needed.*

*When referring to this submission, please use the following submission ID: 1318860.*

*To mail your samples, return to the Samples screen to display printable sample identification labels with mailing instructions.*

We collect this information to verify your compliance with Federal laws and regulations that TTB administers. The information collected on this form must be considered confidential tax information under 26 U.S.C. 6103, and must not be disclosed to any unauthorized party under 26 U.S.C. 7213.

*To mail your samples, return to the Samples screen to display printable sample identification labels with mailing instructions.*

**Submission  
Confirmation screen  
reminds you to go back  
to the Samples Tab.**





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## Formula and Process for Nonbeverage Product

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Paper Submission

Submission ID: 1001631      TTB Formula ID: 1000721      Date Submitted: 04-22-2011 10:30 AM  
Status: In Process

### Sample Detail

For Selected Samples:

<input type="checkbox"/> SAMPLE ID	LIMS	UNIT	% FILL	DESCRIPTION OF CONTENTS	DATE SENT	DATE RECEIVED
<input checked="" type="checkbox"/> 1001111	<input type="text"/> Enter Date Sent <input type="text"/> Print Sample ID Sheet	oz		TTB #78		

We collect this information to verify your compliance with Federal laws and regulations that TTB administers. The information collected on this form must be considered confidential tax information under 26 U.S.C. 6103, and must not be disclosed to any unauthorized party under 26 U.S.C. 7213.

**Back to the Samples tab...**

Check the box next to the Sample ID # and use the drop down and click 'Go' to print a Sample ID sheet.

Print this page



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*U.S. Department of the Treasury*

*Submission ID:* 1001631

*Submission Type:* Drawback

*Sample ID:* 1001111

*Sample Content:* TTB #78

*Purpose of Analysis:*

*Product / Fanciful Name:* Raspberry Flavor WONF

*Submitted By:* Rachel Sanderoff

*Submission Date:* 04-22-2011 10:30 AM

Sample Mailing Instructions:

Attach the correct Sample ID Sheet to each sample and send to:  
National Laboratory Center  
Nonbeverage Products Laboratory  
Attn: Drawback  
6000 Ammendale Road  
Beltsville, MD 20705

**MUST BE MAILED WITH THE SAMPLE!**

Contains ID numbers to connect the  
sample with the submission.

**\*\* The formula will not be processed until the sample is received. \*\***

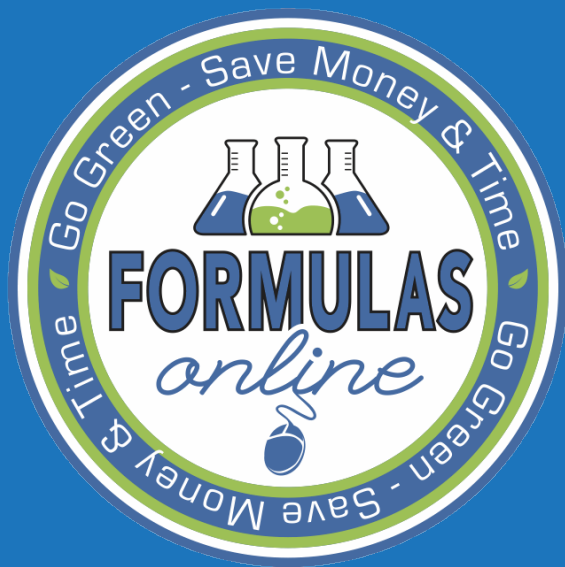


Email received after sample is  
received by the lab.

**From:** ttb.fonl@ttb.gov  
**Sent:** Monday, April 25, 2011 9:55 PM  
**To:** Sanderoff, Rachel K.  
**Subject:** Submitter: All of the samples that accompany your recent submission have been received at our labs.

Dear Submitter: All samples for your Submission ID 1001631 have been received by the TTB Formulas Online system. There is no additional action needed by you. You will be notified when analysis has been completed or if additional information is needed. You may view the submission at any time by selecting the link at the end of this message to logon to Formulas Online, then selecting the submission ID displayed on the My Submissions page. Thank You!

<https://test.ttbonline.gov/formulasonline/TTBOnlinePortal.jsp>



SUBMITTING  
FORMULAS

NEEDS CORRECTION

If the submission is returned for correction, you will receive an email notification.

**From:** ttb.fonl@ttb.gov  
**Sent:** Monday, April 25, 2011 10:57 AM  
**To:** Sanderoff, Rachel K.  
**Subject:** Submitter: Submission has been returned for correction

Dear Submitter: A submission you made to the TTB Formulas Online system needs correction before analysis can continue. Please select the link at the end of this message to logon to Formulas Online. After you have logged on, select Submission ID 1001631 displayed on the My Submissions page, and select the Return tab to view the corrections needed.

Please make the requested corrections and Submit. If a new or replacement physical sample is requested in the Return reasons, please add the new or replacement sample on the Sample tab before submitting. You will be notified when analysis has been completed or if additional corrections are needed. Thank You!

<https://test.ttbonline.gov/formulasonline/TTBOnlinePortal.jsp>



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# Formula and Process for Nonbeverage Product ?

[Main](#) [Formula](#) [Samples](#) [Company](#) [Comments](#) [Docs/Links](#) **Return**

[Copy as New](#) | [Print](#) | [Comment](#) | [Notify](#) | [Upload](#) | [Withdraw](#)

Paper Submission

Submission ID: 1001631      TTB Formula ID: 1000721      Date Submitted: 04-22-2011 10:30 AM  
Status: Needs Correction

## Needs Correction Information ?

NEEDS CORRECTION REASON	REASON DESCRIPTION	ADDITIONAL DESCRIPTION	RESOLVED?
<a href="#">Error In Field</a>	There is an error in the following field. Please refer to the Drawback tutorial for more information.	Provide the predominant ingredient(s) for the Natural Esters grouping.	<input type="checkbox"/>

**Return Tab:**

- Only visible if the submission is returned for correction
- Contains reason and description of error(s)



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Paper Submission

Submission ID: 1001631  
Status: Needs Correction

TTB Formula ID: 1000721

## Needs Correction Status

The formula can be edited and resubmitted to TTB.

### Needs Correction Information

NEEDS CORRECTION REASON	REASON DESCRIPTION	ADDITIONAL DESCRIPTION	RESOLVED?
<a href="#">Error In Field</a>	There is an error in the following field. Please refer to the Drawback tutorial for more information.	Provide the predominant ingredient(s) for the Natural Esters grouping.	<input type="checkbox"/>

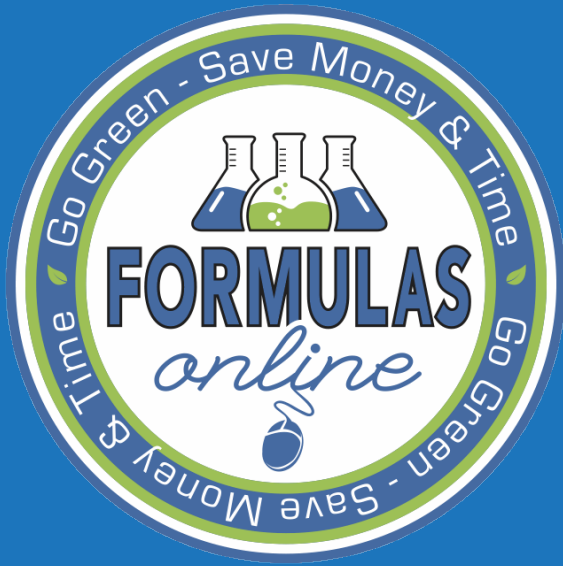
Save as Draft

Validate

Submit

The Return tab and reasons for the return will remain with the submission even after the error is corrected and final action is taken.

The lab will check the 'Resolved?' check box after the formula is resubmitted.



# SUBMITTING FORMULAS

## ACTION BAR ITEMS



## Action Bar:

- Available actions depend on the status of the submission

## Copy as New:

Create a new submission by copying the formula.

## Print:

Print entire submission or specific tabs.

## Comment:

Displays the Comment pop-up window to add a comment to the submission.

## Notify:

Displays the Create E-Mail pop-up window. Allows user to send TTB staff an email.

## Withdraw:

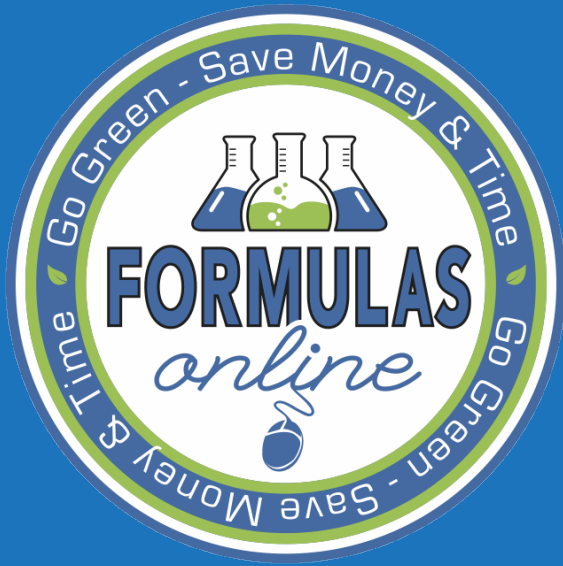
Can withdraw an in-process submission and cancel it permanently.

The screenshot displays a web application interface for managing submissions. At the top, there are navigation tabs: Main, Formula, Samples, Company, and Comments. Below these is an action bar with buttons for Copy as New, Print, Comment, Notify, and Withdraw. The main content area shows a 'Paper Submission' form with fields for Submission ID (1001631), Status (In Process), and various other details. A dark red box highlights the action bar at the bottom of the page, which contains the same set of buttons: Copy as New, Print, Comment, Notify, and Withdraw. Below the action bar is a 'Contacts' table with columns for Address Type, Name, Telephone, and E-mail Address. At the bottom of the page, there is a footer section with fields for Entered by (Rachel Sanderoff), Submitted by (Rachel Sanderoff), and Created Date (04-22-2011 09:32 AM).

Address Type	Name	Telephone	E-mail Address

Entered by: Rachel Sanderoff  
Created Date: 04-22-2011 09:32 AM  
Submitted by: Rachel Sanderoff



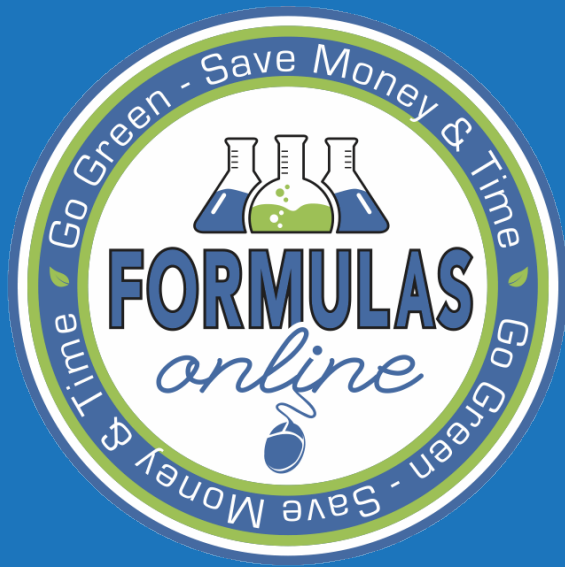


“OTHER”  
PROCESS TYPE



## “OTHER” PROCESS TYPE

- At this time, Dietary Supplement is the only process type available.
  - Only works for simple herbal extracts.
- In the future, there will be an ‘Other’ process type which will allow you to submit more complex formulas.
  - System will not do calculations!
- For now, send more complex formulas by paper.



NOTIFY



# NOTIFY FUNCTION

- The Notify function allows a user to send an email through the FONL system
- Email can be sent to TTB staff
  - Ex: chemist assigned to a formula
- Messages can be sent while the formula is in the *In Process*, *Needs Correction*, or *Closed* status.

[Copy as New](#) | [Print](#) | [Comment](#) | [Notify](#) | [Withdraw](#)

### Paper Submission

Submission ID: 1001631      TTB Formula ID: 1000721      Date Submitted: 04-22-2011 10:30 AM  
Status: In Process

\* Cr  
\* Comp  
Comp  
POMAD

[Copy as New](#) | [Print](#) | [Comment](#) | [Notify](#) | [Withdraw](#)

POM ADDITIVES

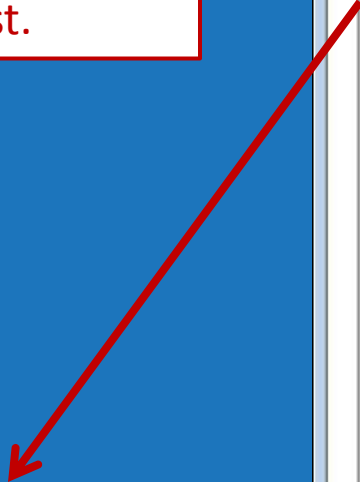
\* Product Name: Raspberry Flavor WONF  
\* Product Type: Flavor/Flavoring Extract  
\* Kind of Spirits On Which Drawback Will Be Claimed: Alcohol 190 Proof and Disapproved #12

### Contacts

Address Type	Name	Telephone	E-mail Address
--------------	------	-----------	----------------

Entered by: Rachel Sanderoff      Submitted by: Rachel Sanderoff  
Created Date: 04-22-2011 09:32 AM

**Notify E-Mail pop-up:**  
Click on "To" to display  
contact list.



https://test.ttbonline.gov/?method=sendNotification&currentTab=Main&OWASP\_CSRFTOKEN=QMNP-ALP9...

## E-mail Notification

**Create E-Mail**

**To:**

**Cc:**

\* **Subject:**

**Message:**

2000 characters left

https://test.ttbonline.gov/ - Formulas Online - Contact - Windows Internet Explorer

## Contact List

**Contact List**

Select Recipients:

- NPL Chief
- NPL LIE
- NPL QA Reviewer

*Hold CTRL to select multiple recipients*

**To**

**CC**

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ur compliance with Federal laws and regulations that TTB administers. The  
t be considered confidential tax information under 26 U.S.C. 6103, and must not  
y under 26 U.S.C. 7213.


After message is sent, a copy of the email message is added to the Comments Tab

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Paper Submission

**Submission ID:** 1318863      **TTB Formula ID:** 1576274      **Date Submitted:** 07-19-2011 10:46 AM  
**Status:** In Process

**Comments Detail** 

Select/Clear All

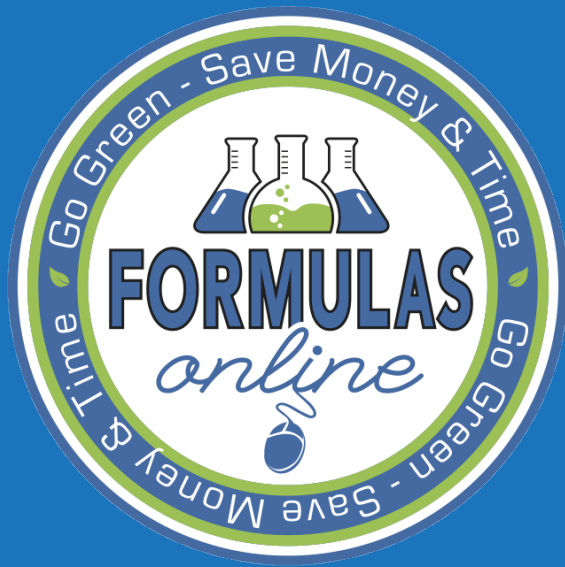
**Date/Time:** 07-22-2011 03:05 PM      **Submitted by:** Jane Smith

**Comment:** TO: ALFD QA Reviewer  
Cc: BAL LIE

Subject: Formula ID 1576274

Please contact me regarding the sample to be provided for the above referenced formula.





SEARCHING



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## Search Submissions/Formulas/Companies

Submission/Formula

Search | Clear

More specific search options are available when a 'Submission Name' is selected

Submission Name:

- SDA
- Drawback Rider
- Uniform
- Drawback

Submission ID:

LIMS ID:

Company ID:   
(Permit #/Registry #/Brewer #/Company Code)

TTB Formula ID:

Product/Brand Name:

Status:

- Cancelled
- Closed
- Draft

Company Name:

Company Formula #:

Disposition:

- Approved
- Approved for Export Only
- Disapproved

SDA Code:

- SDA-3-C
- SDA-1
- SDA-2-C

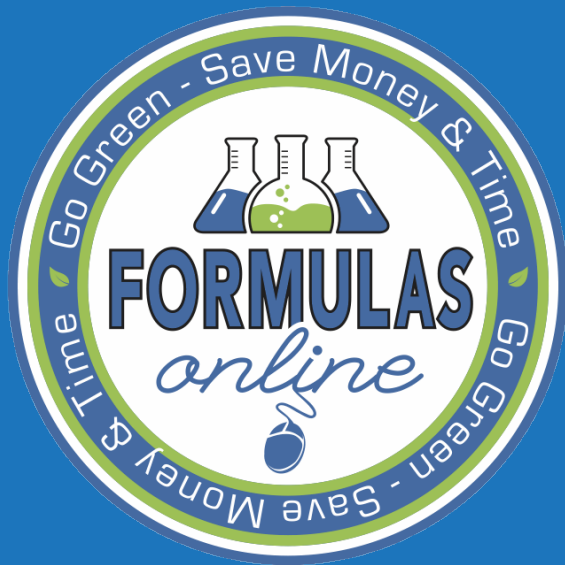
Date Submitted: From:

Date Completed: From:

Clear

Search

Can only search for your company's submissions.



# COMMON ERRORS AND FREQUENTLY ASKED QUESTIONS



# COMMON ERRORS

- Alcohol Content
  - Liquid Ingredients - Eligible % vs Total %
- Moisture Content
- Theoretical and Actual Yield



# COMMON ERRORS

- Liquid Ingredients
  - Eligible % vs Total Alcohol %

A screenshot of a web browser window displaying an 'Ingredient' form. The browser's address bar shows the URL: https://test.ttbonline.gov/?method=editIngredient&currentTab=Formula&index=&type=Dietary Supple - Windows Internet Explorer. The form title is 'Ingredient'. Below the title, there is a section titled 'Dietary Supplement - Liquids'. The form contains several input fields:

- \* Ingredient: Alcohol 190 Proof
- \* Weight (LB): 60
- \* Volume (GAL): 8.83
- \* Eligible Alcohol (%): 95
- \* Total Alcohol (%): 95

Below these fields is an 'Additional Information' section with a text area and a character count of '250 characters left'. At the bottom of the form are 'OK' and 'Cancel' buttons. The browser's status bar at the bottom shows 'Done', 'Trusted sites | Protected Mode: Off', and a zoom level of '100%'.





# COMMON ERRORS

- Moisture content of herbs
  - Entered as a percent (not a decimal)
  - If herb is dry, this value should be 0

https://test.ttonline.gov/?method=editIngredient&currentTab=Formula&index=0&processTypeCode=Di - Windows Internet Expl...

## Ingredient

**Dietary Supplement - Herbs**

\* Ingredient: Herb

\* Weight (LB): 15

\* Moisture (%): 19.5

Additional Information:

250 characters left

OK Cancel

We collect this information to verify your compliance with Federal laws and regulations that TTB administers. The information collected on this form must be considered confidential tax information under 26 U.S.C. 6103, and must not be disclosed to any unauthorized party under

Done Trusted sites | Protected Mode: Off 100%



# COMMON ERRORS

- Theoretical Yield
  - Calculates automatically
    - Weight
      - Sum of all ingredients added
    - Volume
      - Calculates based on density entered
  - Missing ingredients will cause the theoretical yield and total alcohol content to calculate incorrectly



# COMMON ERRORS

- Actual Yield
  - Weight
    - Entered by submitter
  - Volume
    - Calculated based on density entered
- Should not be higher than the theoretical yield.
- If not entered, alcohol calculations will not be done.



# FREQUENTLY ASKED QUESTIONS

- Workflow and Status
- Submission ID # vs. Formula ID #
- Needs Correction vs. Supersedes
- FONL Help



# SUBMISSION ID # VS. FORMULA ID #

- What does \_\_\_\_\_ Status mean?

Submission ID:	1001631	TTB Formula ID:	1000721
Status:	In Process		
<input checked="" type="radio"/> Create New Formula  <input type="radio"/> Supersede Existing Formula			

## – Items Pending

- Sample information entered on Sample Tab, but sample not yet received by the lab.

## – In Process

- The submission has been submitted and is being evaluated by TTB.

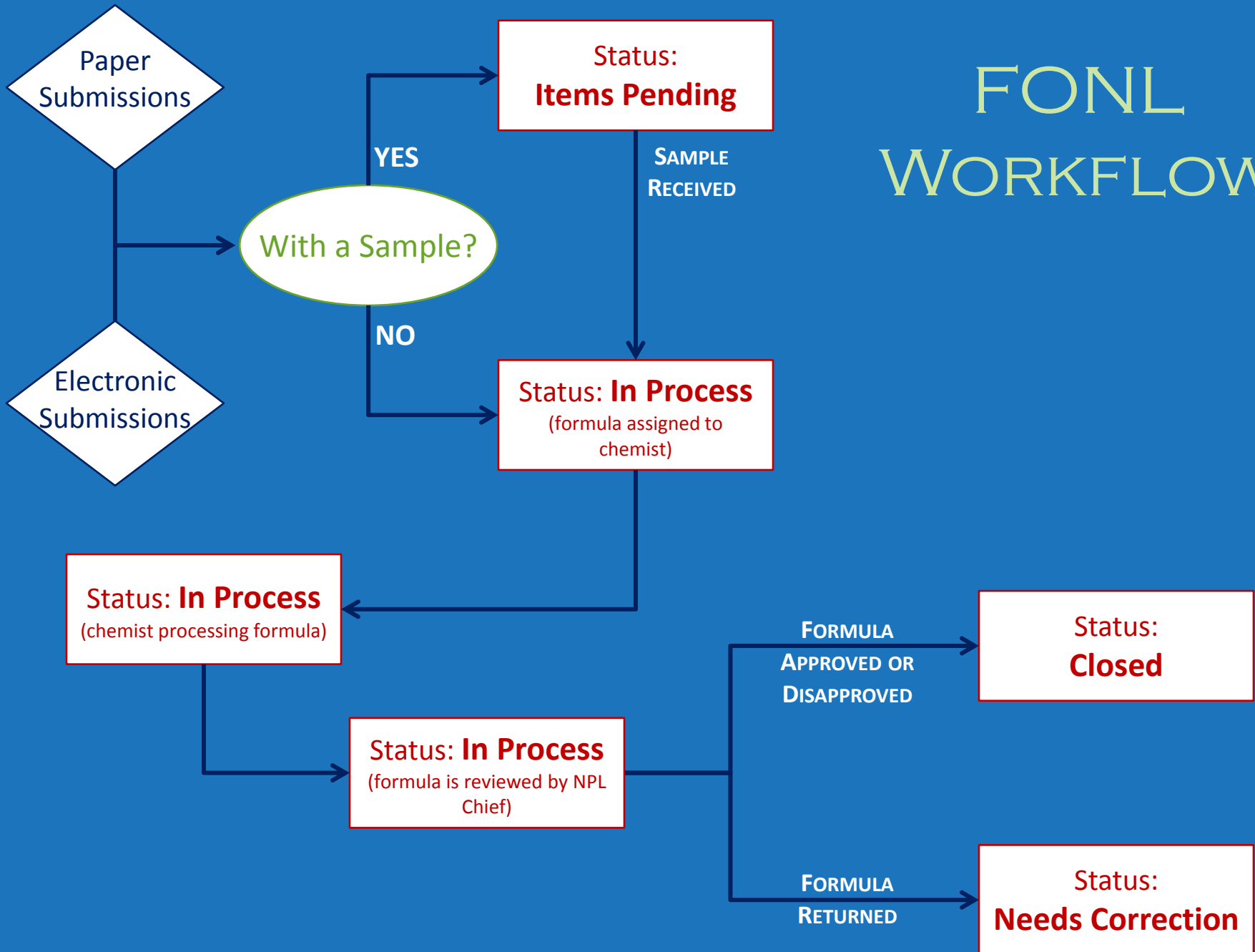
## – Needs Correction

- The submission is returned to the submitter. It can be edited and re-submitted.

## – Closed

- The submission is complete. Cannot be edited.

# FONL WORKFLOW





# SUBMISSION ID # VS. FORMULA ID #

- **Submission ID #**
  - Unique identifier on each submission
  - Given when the submission is created
- **Formula ID #**
  - Unique identifier for a formula for which a company has provided submissions
  - Formula can have multiple submission ID#s
- **Example:**
  - Approved formula resubmitted with yield changes
    - Same Formula ID #
    - Different Submission ID #





# NEEDS CORRECTION VS. SUPERSEDES

- **Needs Correction**
  - FONL status
  - Formula has been reviewed by TTB but cannot be approved as submitted
  - Formula can be edited and resubmitted
- **Supersedes**
  - Overwrites previous submission
    - Changes to an already approved/disapproved/no action formula
      - Except when new TTB# is required



# FREQUENTLY ASKED QUESTIONS

- Help files

Sample Detail 

<input type="checkbox"/> SAMPLE ID	LIMS ID	QUANTITY	UNIT	% FILL	DESCRIPTION OF CONTENTS	DATE SENT	DATE RECEIVED
------------------------------------	---------	----------	------	--------	-------------------------	-----------	---------------

Add

« Previous Save as Draft Validate Cancel Submit

Clicking on the  will bring up the help files specific to that subject

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Clicking on the 'Help' link in the menu brings up a pop-up to open a user manual

**Select Help Option**

- Online Industry Member User Manual
- Download Online Industry Member User Manual

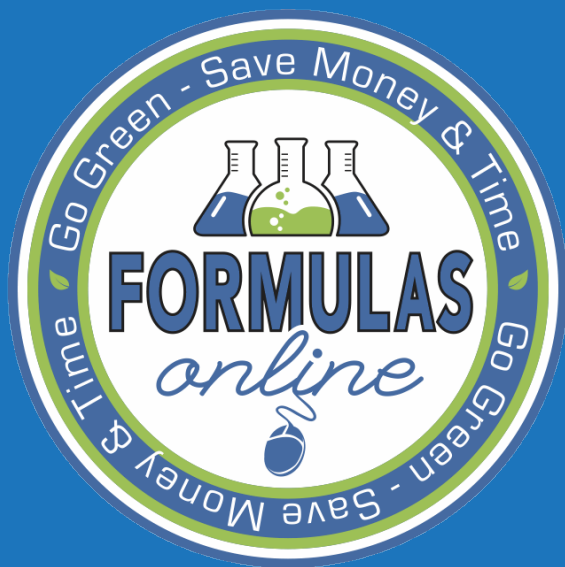
OK Cancel

Hovering your cursor over certain fields my pop-up a help tip

(Press < CTRL > + click each entry to select multiple entries)

Disposition:

- Approved
- Approved for Export Only
- Disapproved (Domestic)



# PAPER SUBMISSIONS



# PAPER SUBMISSIONS

- Electronic and paper submissions are processed through FONL
  - If the submitter is in the system...
    - Emailed notifications of submission disposition or needs correction status
    - Will not receive a mail copy
  - If the submitter is not in the system...
    - No longer receive a stamped formula
      - Mailed a copy of the FONL Formula Summary
        - » Shows disposition and date of disposition
      - Mailed a copy of the FONL Formula Correction Summary
        - » Similar to return sheets

## FONL Formula Summary

### Formula and Process for Nonbeverage Product

Submission ID: 10000026      TTB Formula ID: 1113584      Date Submitted: 11-23-2011  
 Status: Closed      Attachment ID: 1187536

FONL ID #s

Create New Formula     Supersede Existing Formula

Company Formula #: WLF - 52      TTB Formula ID: 1000223  
 Company ID: WLF      Company Name: We Love Flavors  
 Product Name: Natural and Artificial Strawberry Flavor  
 Product Type: Flavor/Flavoring Extract

Kind of Spirits On Which Drawback Will Be Claimed: Alcohol 190 Proof

## Formula Information

#### Summary

Measurements Used: English  
 Process Type:

	<u>LOW</u>	<u>HIGH</u>	<u>UNIT</u>	<u>TOLERANCE</u>
Eligible Absolute Alcohol Used:			% v/v	
Alcohol Content of Finished Product:			% v/v	
Eligible Plus Recovered Spirits:			% v/v	
Density of Finished Product:				lbs per gallon
Number of Days to Complete Process:				

	<u>WEIGHT (LB)</u>	<u>WEIGHT (LB)</u>	<u>VOLUME (GAL)</u>	<u>VOLUME (GAL)</u>
	<u>(LOW)</u>	<u>(HIGH)</u>	<u>(LOW)</u>	<u>(HIGH)</u>
Theoretical Yield:				
Actual Yield:				

#### Laboratory Analysis

Date of Disposition: 11/25/2011  
 Disposition: Approved  
 Analyst: Tomika Moore

Disposition and Date of Disposition

## Formula and Process for Nonbeverage Product

Submission ID:	10000025	TTB Formula ID:	1123358	Date Submitted:	11/30/2011
Status:	Needs Correction	Attachment ID:	1283597		

FONL ID #s

Create New Formula
  Supersede Existing Formula

Company Formula #:	WLF - 112	TTB Formula ID:	1000258
Company ID:	Company Name:		
WLF	We Love Flavors		
Product Name:	Natural Lemon Flavor		
Product Type:	WONF		
	Flavor/Flavoring Extract		

Kind of Spirits On Which Drawback Will Be Claimed: Alcohol 190 Proof

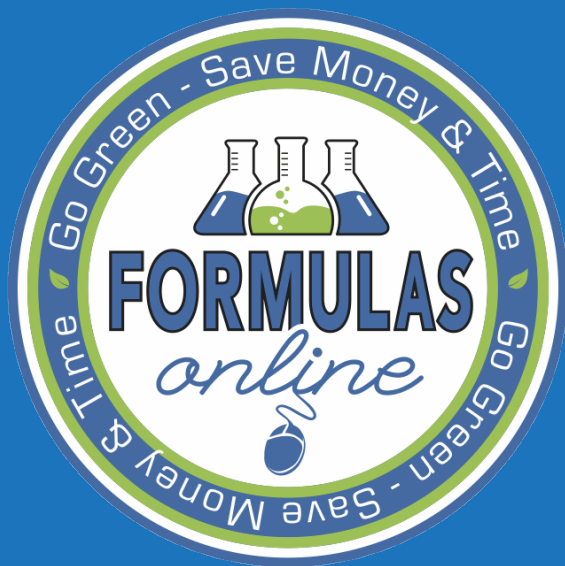
Formula Information

Summary				
Measurements Used:	<input checked="" type="radio"/> English		<input type="radio"/> Metric	
Process Type:				
	<u>LOW</u>	<u>HIGH</u>	<u>UNIT</u>	<u>TOLERANCE</u>
Eligible Absolute Alcohol Used:			% v/v	
Alcohol Content of Finished Product:			% v/v	
Eligible Plus Recovered Spirits:				
Density of Finished Product:		lbs per gallon		
Number of Days to Complete Process:				
	<u>WEIGHT (LB)</u>	<u>WEIGHT (LB)</u>	<u>VOLUME (GAL)</u>	<u>VOLUME (GAL)</u>
	<u>(LOW)</u>	<u>(HIGH)</u>	<u>(LOW)</u>	<u>(HIGH)</u>
Theoretical Yield:				
Actual Yield:				

Needs Correction Information  
(Return reasons)

Needs Correction Information			
NEEDS CORRECTION REASON	REASON DESCRIPTION	ADDITIONAL DESCRIPTION	RESOLVED?
Error In Field	There is an error in the following field. Please refer to the Drawback tutorial for more information.	Is Acetic Acid natural or artificial? All natural ingredients must be labeled. Anything not labeled is considered artificial.	<input type="checkbox"/>





# FITNESS DETERMINATION



# FITNESS DETERMINATION

- A worksheet was created to determine the fitness of dietary supplements
  - *For most herbs* - 1 pound/gallon is needed to make a product unfit
- ‘Flavor Unfitness Worksheet’ now contains a tab for dietary supplements.
  - Calculates pounds/gallon of an herb
  - Contains a list of herbs that require more than 1 lb/gal
- Can download the FUW from the Drawback Tutorial.



File Home Insert Page Layout Formulas Data Review View Acrobat

Cut Copy Paste Format Painter

Calibri 12

Font Alignment Number Styles

General

Conditional Formatting Format as Table

B78

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
--	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

**1 Dietary Supplement Fitness Calculations**

2 *For most herbal extracts, 1 lb. of dry herb per gallon of finished product is sufficient to make the product unfit for beverage purposes.*

3 **For the following herbs, more than 1 lb/gal is needed to make the product unfit:**

4 Acaica Flower	Carrot	Coffee	Elderflower	Horseradish	Oatseed	Rehmannia	Skunk Cabbage
5 Alfalfa	Cashews	Coix	Fennel Seed	Horsetail	Parsely	Rose	Solomon's Seal
6 Almond	Catnip	Coltsfoot	Fo Ti	Hyacinth Bean	Parsely Root	Rosehips	Spinach
7 Althea Root	Centella Asiatica	Comfrey Root	Ginko	Irish Moss	Passion Flower	Rupturewort	Spring Greens
8 Anise	Chamomile	Cordyceps Fungus	Ginseng	Jasmine	Pau D	Safflower	St John's Bread
9 Anise Seed	Chickweed	Corn Silk	Goat's Rue	Kola Nut	Peanut	Sage	Sunflower Seed
10 Aralia	Chicory Root	Cotton Root Bark	Gossypium Herbaceum	Lemon Balm	Penny Royal	Sanicula	Swamp Root
11 Areca Peel	Chlorella	Couch Grass	Gotu Kola	Licorice Root	Peppermint	Sarsaparilla	Urtica Dioica Root
12 Arnica	Cicada Shell or Moulting	Cucumber	Grape Seed	Meadowsweet	Petroselinum Sativa	Saw Palmetto	Violet Leaf & Root
13 Artichoke	Cilantro	Curcuma	Gravel Root	Milk Thistle Seed	Poke Root	Scullcap	Walnut
14 Bee Pollen	Cinnamomum	Cynomorium Stem	Green Bell Peppers	Molassas	Poria	Selenicereus Grandiflorus	
15 Beet	Cinnamon	Dandelion	Green Tea	Morinda	Potentilla	Senna	Watercress
16 Borage	Cleavers	Deer Antler	Ground Ivy	Mugwort	Psyllium	Sesame Seed	Wood Betony
17 Buchu	Cocoa	Dendrobium	Guarana	Nettle	Pulsatilla	Sheep Sorrel	Yellow Dock
18 Burdock	Coconut	Dianthu (pink)	Gaurana Seed	Night Blooming Cereus	Purple Loosestrife	Shepards Purse	Yohimbe Bark
19 Cactus	Codonopsis	Echinacea	He Shou Wu	Oat	Red Clover	Siberian Ginseng	Zhu Ling

20

21 **Most fruits require more than 1 lb/gal to make the product unfit. Including, but not limited to:**

22 Acai	Coconut	Grapefruit	Mango	Quince
23 Apricot	Cranberry	Jujube	Orange	Raspberry
24 Aronia	Elderberry	Kiwi	Orange Peel	Tomato
25 Bilberry	Fennel	Lemon	Pinapple	Watermelon
26 Chaste Tree Berry	Fig	Lemon Peel	Plaintain	
27 Cherry	Grape	Lycuim	Pomegranate	

28

29 ***\*\* For a product that requires greater than 1 lb/gal, provide a company taste panel using the organoleptic guidelines found in the Drawback Tutorial.\*\****

30

31

32 **Pounds/Gallons:**

33 Weight of Herb (lbs)	Moisture Content (percent)	Final Volume (gal)	Final Product (lbs/gal)	Unfit?
			-	-

35

36 **Grams/Milliliters:**

37 Weight of Herb (grams)	Moisture Content (percent)	Final Volume (mL)	Final Product (lbs/gal)	Unfit?
			-	-

38

39

40 **Weight Ounces/Fluid Ounces:**

41 Weight of Herb (ounces)	Moisture Content (percent)	Final Volume (fluid ounces)	Final Product (lbs/gal)	Unfit?
			-	-

42

43

44 *Use the conversion calculator below if you need to convert weight or volume to a different unit.*

<b>Weight Conversions:</b>			<b>Volume Conversions:</b>		
pounds	to	grams	gallons	to	mL
		weight ounces			fluid ounces
		-			-
grams	to	pounds	mL	to	gallons
		weight ounces			fluid ounces
		-			-
weight ounces	to	pounds	fluid ounces	to	gallons
		grams			mL
		-			-

**Pounds/Gallons:**

Weight of Herb (lbs)	Moisture Content (percent)	Final Volume (gal)	Final Product (lbs/gal)	Unfit?
			-	-

**Grams/Milliliters:**

Weight of Herb (grams)	Moisture Content (percent)	Final Volume (mL)	Final Product (lbs/gal)	Unfit?
			-	-

**Weight Ounces/Fluid Ounces:**

Weight of Herb (ounces)	Moisture Content (percent)	Final Volume (fluid ounces)	Final Product (lbs/gal)	Unfit?
			-	-

**Choice of Units:**  
But all units need to match.

Does product contain herbs?

### HERBS

<input type="checkbox"/> INGREDIENT	WEIGHT (LB)	MOISTURE (%)	ADDITIONAL INFORMATION
<input type="checkbox"/> <a href="#">Herb</a>	15	19.5	

### Pounds/Gallons:

Weight of Herb (lbs)	Moisture Content (percent)	Final Volume (gal)	Final Product (lbs/gal)	Unfit?
15	19.5%	10.822	1.12	YES

### Grams/Milliliters:

Weight of Herb (grams)	Moisture Content (percent)	Final Volume (mL)	Final Product (lbs/gal)	Unfit?
			-	-

### Weight Ounces/Fluid Ounces:

Weight of Herb (ounces)	Moisture Content (percent)	Final Volume (fluid ounces)	Final Product (lbs/gal)	Unfit?
			-	-

Use the conversion calculator below if you need to convert weight or volume to a different unit.

**Weight Conversions:**

pounds	to	grams	weight ounces
<input type="text"/>		-	-
grams	to	pounds	weight ounces
<input type="text"/>		-	-
weight ounces	to	pounds	grams
<input type="text"/>		-	-

**Volume Conversions:**

gallons	to	mL	fluid ounces
<input type="text"/>		-	-
mL	to	gallons	fluid ounces
<input type="text"/>		-	-
fluid ounces	to	gallons	mL
<input type="text"/>		-	-

**Unit Conversion:**

Worksheet contains an easy unit conversion calculator.



## Dietary Supplement Fitness Calculations

For most herbal extracts, 1 lb. of dry herb per gallon of finished product is sufficient to make the product unfit for beverage purposes.

**For the following herbs, more than 1 lb/gal is needed to make the product unfit:**

Acaia Flower	Carrot	Coffee	Elderflower	Horseradish	Oatseed	Rehmannia	Skunk Cabbage
Alfalfa	Cashews	Coix	Fennel Seed	Horsetail	Parsely	Rose	Solomon's Seal
Almond	Catnip	Coltsfoot	Fo Ti	Hyacinth Bean	Parsely Root	Rosehips	Spinach
Althea Root	Centella Asiatica	Comfrey Root	Ginko	Irish Moss	Passion Flower	Rupturewort	Spring Greens
Anise	Chamomile	Cordyceps Fungus	Ginseng	Jasmine	Pau D	Safflower	St John's Bread
Anise Seed	Chickweed	Corn Silk	Goat's Rue	Kola Nut	Peanut	Sage	Sunflower Seed
Aralia	Chicory Root	Cotton Root Bark	Gossypium Herbaceum	Lemon Balm	Penny Royal	Sanicula	Swamp Root
Areca Peel	Chlorella	Couch Grass	Gotu Kola	Licorice Root	Peppermint	Sarsaparilla	Urtica Dioica Root
Arnica	Cicada Shell or Moulting	Cucumber	Grape Seed	Meadowsweet	Petroselinum Sativa	Saw Palmetto	Violet Leaf & Root
Artichoke	Cilantro	Curcuma	Gravel Root	Milk Thistle Seed	Poke Root	Scullcap	Walnut
Bee Pollen	Cinnamomum	Cynomorium Stem	Green Bell Peppers	Molassas	Poria	Selenicereus Grandiflorus	
Beet	Cinnamon	Dandelion	Green Tea	Morinda	Potentilla	Senna	Watercress
Borage	Cleavers	Deer Antler	Ground Ivy	Mugwort	Psyllium	Sesame Seed	Wood Betony
Buchu	Cocoa	Dendrobium	Guarana	Nettle	Pulsatilla	Sheep Sorrel	Yellow Dock
Burdock	Coconut	Dianthu (pink)	Gaurana Seed	Night Blooming Cereus	Purple Loosestrife	Shepards Purse	Yohimbe Bark
Cactus	Codonopsis	Echinacea	He Shou Wu	Oat	Red Clover	Siberian Ginseng	Zhu Ling

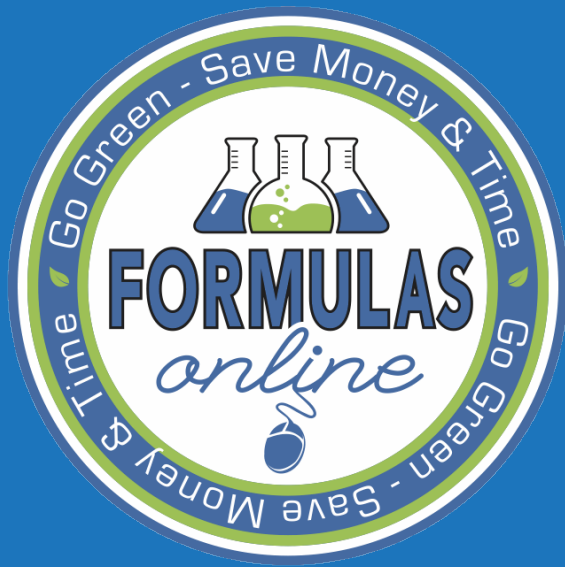
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Acai	Coconut	Grapefruit	Mango	Quince
Apricot	Cranberry	Jujube	Orange	Raspberry
Aronia	Elderberry	Kiwi	Orange Peel	Tomato
Billberry	Fennel	Lemon	Pinapple	Watermelon
Chaste Tree Berry	Fig	Lemon Peel	Plaintain	
Cherry	Grape	Lycuim	Pomegranate	

**\*\* For a product that requires greater than 1 lb/gal, provide a company taste panel using the organoleptic guidelines found in the Drawback Tutorial. \*\***

### Herbs List:

These herbs require more than 1 lb/gal to make the product unfit.



Q & A



## Q & A

- The system requires I enter the weight, but I only have volume values.
  - If your products are manufactured by volume, you can calculate the weight of the ingredients and yield using density.
  - Example:
    - 12 gal 190 proof ethanol
    - Density of 190 proof ethanol = 6.79434 lbs/gal
    - $12 \text{ gal} \times 6.79434 \text{ lbs/gal} = 81.53 \text{ lbs}$



## Q & A

- But, what if I don't know the density of the final product?
  - You can measure a known volume and weigh it.
  - Example:
    - 2 gal final product = 16.24 lbs
    - $16.24 \text{ lbs} \div 2 \text{ gal} = 8.12 \text{ lbs/gal}$
    - Density = 8.12 lbs/gal



# QUESTIONS?

- Please send any questions to [formulasonline@ttb.gov](mailto:formulasonline@ttb.gov)
- Presentation and question responses will be posted on the TTB.gov website