



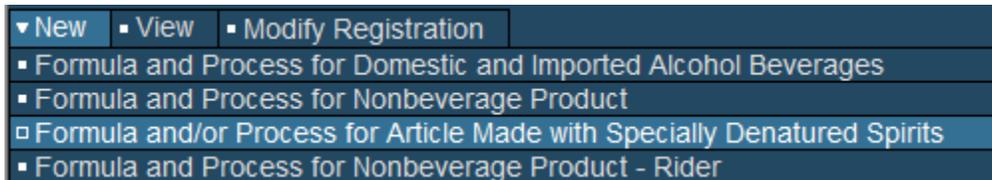
# Formulas Online

## [Create a New SDA Submission](#)

Follow these steps to create a new Formula and/or Process for Article Made With Specially Denatured Spirits Request (SDA) submission:

1. Select **Formula and/or Process for Article Made with Specially Denatured Spirits** from the New drop-down menu. See Figure 1.

**Figure 1: Create a New SDA – Select New Drop-Down Menu**



The Company pop-up window displays. See Figure 2.

**Figure 2: Create a New SDA – Select Company Name**

## Company

\* fields are required.

\* Company Name:

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.

► **Note:** Fields marked with asterisks (\*) are required fields.

2. Select the name for the company for which you are creating this submission. The system pre-populates the company address information. See Figure 3.

## Create a New SDA Submission

Figure 3: Create a New SDA – Address Fields

### Company

\* fields are required.

\* Company Name:

#### Company:

Name: POM PURE EXTRACTS  
Street: 1234 MAIN STREET  
City: FAIRFAX  
State: VA  
Zip: 22032

#### Submitter Mailing Address:

Address Format:

\* Street:

\* City:

\* State:

\* Zip:  -

3. Edit Submitter mailing address information if applicable.

► **Note:** Fields marked with asterisks (\*) are required fields.

► **Note:** Company address information is not editable.

4. Select the **Continue** button. The Formula Action pop-up window displays. See Figure 4.

Formula Action

Figure 4: Create a New SDA – Formula Action Pop-Up Window

## Formula Action

\* Action:  Create New Formula  Revise Existing Formula

Continue

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 26 U.S.C. 7213.

1. Create a new formula or revise an existing formula.
    - a. If you are creating a new formula:
      - i. Select the Create New Formula radio button.
      - ii. Select the **Continue** button and proceed to [Company/Address Detail](#). The Company tab displays with the address information added. See Figure 6.
    - b. If you are revising an existing formula:
      - i. Select the Revise Existing Formula radio button. The Revised Formula fields display. See Figure 5.
      - ii. Enter the Formula Identifier by either entering the TTB Formula ID (if known) or entering one of the following: Article Name, Manufacturer, or Date Approved.
- **Note:** This must be a closed submission formula if the formula exists in Formulas Online.
- iii. Select the **Continue** button and proceed to [Company/Address Detail](#). The Company tab displays with the address information added. See Figure 6.

## Create a New SDA Submission

Figure 5: Create a New SDA – Revise Existing Formula

### Formula Action

\* Action:  Create New Formula  Revise Existing Formula

#### Formula Identifier

TTB Formula ID:	<input type="text"/>
Article Name:	<input type="text"/>
Manufacturer:	<input type="text"/>
Date Approved:	<input type="text"/>  

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/Address Detail

Figure 6: Create a New SDA – Company Tab with Company Address Added

### SDA

Paper Submission

#### Company/Address Detail

<input type="checkbox"/> ADDRESS TYPE	COMPANY CODE / NAME	ADDRESS	PHONE NUMBER	START DATE	END DATE
<input type="checkbox"/> Company	POMPURE - POM PURE EXTRACTS	1234 MAIN STREET, FAIRFAX			
<input type="checkbox"/> Mailing		4444 Orchard Lane, Saint Petersberg, FL, 33738			

► **Note:** Whenever you see a Company or Address screen, you will also see the Start Date and End Date fields. These fields indicate the dates during which the entity (generally the Manufacturer) had ownership of a given submission or formula and/or when a given address was active and/or valid (for any submission type). The majority of submissions will never show an End Date. End Dates are generated only when formulas are adopted by, transferred to, or removed from, a given company. This is referred to as formula adoption.

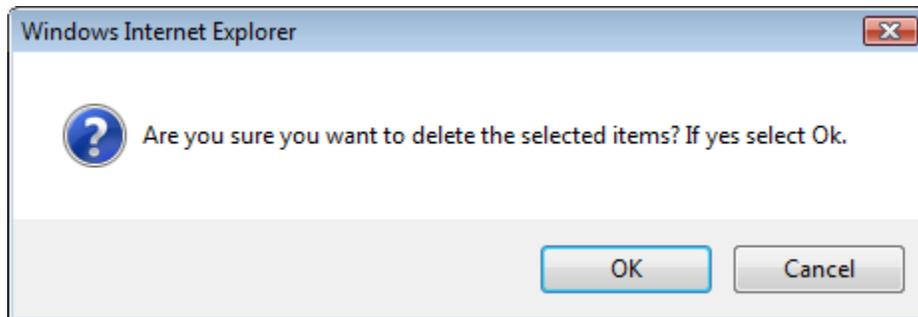
## Create a New SDA Submission

► **Note:** Please contact ALFD directly if you need assistance with formula adoption. Your e-mail request should include information for both the sending and receiving companies (company names, company codes, permit numbers, formula numbers, and dates of adoption, removal, or transfer) involved for both the sending and receiving companies.

1. Confirm the Company/Address Detail information.

► **Note:** Select the [Address Type](#) link to edit any necessary information for the address type. You cannot edit the Manufacturer address, but you may add a different one and then delete the one you have selected. Select the checkbox next to the address and select the **Delete** button to delete the address. A confirmation message box displays prompting you to confirm your action. See Figure 7. Select the **OK** button to confirm.

**Figure 7: Create a New SDA – Delete Address Confirmation**



2. Select the **Add** button to add a new address. The Address pop-up window displays. See Figure 8.

Figure 8: Create a New SDA – Address Pop-Up Window

# Address

\* fields are required.

\* Address Type:

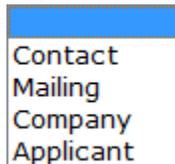
OK

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 26 U.S.C. 7213.

3. Select the address type from the Address Type drop-down list. See Figure 9. The system displays the address fields. See Figure 10.

Figure 9: Create a New SDA – Address Type



Contact
Mailing
Company
Applicant

4. Enter the company address information in the available fields. See Figure 10. If you select **Foreign** for Address Format, additional address fields display. See Figure 11.

Figure 10: Create a New SDA – Address Fields (Domestic)

# Address

*\* fields are required.*

\* **Address Type:**

**Address Format:**

\* **First Name:**

\* **Last Name:**

**Telephone:**

**E-mail Address:**

**Street:**

**City:**

**State:**

**Zip:**  -



Figure 11: Create a New SDA – Address Fields (Foreign)

# Address

\* fields are required.

* Address Type:	Contact ▾
Address Format:	Foreign ▾
* First Name:	<input type="text"/>
* Last Name:	<input type="text"/>
Telephone:	<input type="text"/>
E-mail Address:	<input type="text"/>
Street:	<input type="text"/>
City:	<input type="text"/>
Country:	<input type="text"/>
Region:	<input type="text"/>
Province:	<input type="text"/>
Foreign Postal Code:	<input type="text"/>

► **Note:** Fields marked with asterisks (\*) are required fields.

5. Select the **OK** button. The Address pop-up window closes and the Company tab displays with the address information added.

6. Repeat the steps for all additional addresses needed for the submission.

► **Note:** If you add any company for which you are not an authorized Submitter, even after you have either started with or entered one for which you are an authorized Submitter, you will not be able to submit the submission. You will only be able to save as draft.

7. Select the **Next** button. The Main tab displays. See Figure 13.

► **Note:** For convenience, the system displays Contacts information at the bottom of the Main tab as well as on the Company tab. See Figure 12.

## Create a New SDA Submission

### Contacts

Figure 12: Create a New SDA – Contacts

Contacts			
Address Type	Name	Telephone	E-mail Address
Contact	Anna Sari	2024532000	Anna.Sari@ttb.gov

1. Confirm Contacts information (if any).
2. Add, edit, or delete Contacts through the Company tab if applicable following the steps in [Company/Address Detail](#).

### Main Tab

Figure 13: Create a New SDA – Main Tab

**SDA**

Main Formula Samples Company Comments Docs/Links

Print | Comment | Upload

Paper Submission

Create New Formula  Revise Existing Formula

TTB Formula ID:

\* Company ID: POMPURE Company Name: POM PURE EXTRACTS

\* Article Name Or Use: POM PETRO

\* Article Code Number: 320 - PETROLEUM PRODUCTS

\* Article Purpose: LUBRICANT

**Product Packing Information**

\* Sizes Of Commercial Packages:

Product Is To Be Packaged In Pressurized Containers

Contacts			
Address Type	Name	Telephone	E-mail Address
Contact	Anna Sari	2024532000	Anna.Sari@ttb.gov

< Previous Save as Draft Validate Cancel Submit Next >

► **Note:** Fields marked with asterisks (\*) are required fields.

1. Create a new formula or revise an existing formula.
  - a. If you are creating a new formula:
    - i. Select the Create New Formula radio button.
  - b. If you are revising an existing formula:
    - i. Select the Revise Existing Formula radio button. The Revised Formula fields display below the radio buttons. See Figure 14.

► **Note:** You may change the submission from Revised to New by selecting the Create New Formula radio button. You will not be able to change the submission from revised to new until you remove any revised formula information.

Figure 14: Create a New SDA – Revised Formula Fields

The screenshot shows a table titled "Revised Formulas" with a search icon. The table has four columns: "ARTICLE NAME", "MANUFACTURER", "DATE APPROVED", and "TTB FORMULA ID". Below the table are two buttons: "Add" and "Delete".

- ii. Select the **Add** button. The Revised Formula pop-up window displays. See Figure 15.

Revised Formula

Figure 15: Create a New SDA – Revised Formula Pop-Up Window

The screenshot shows a pop-up window titled "Revised Formula". Inside, there is a section titled "Formula Information" with four input fields: "TTB Formula ID:", "Article Name:", "Manufacturer:", and "Date Approved:". The "Date Approved" field includes a calendar icon. Below the fields are "OK" and "Cancel" buttons. At the bottom, there is a disclaimer: "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".

- i. Enter the Formula Identifier by either entering the TTB Formula ID (if known) or entering one of the following: Article Name, Manufacturer, or Date Approved.

► **Note:** This must be a closed submission formula if the formula exists in Formulas Online.

- ii. Select the **OK** button. The Revised Formula Pop-Up window closes and the Main tab displays with the revised formula added. See Figure 16.

Figure 16: Create a New SDA – Revised Formula Added

The screenshot shows the "Revised Formulas" table with one row of data. The columns are "ARTICLE NAME", "MANUFACTURER", "DATE APPROVED", and "TTB FORMULA ID". The data row contains: "POM PETROCHEM", "POM PRODUCTS", "07/15/2011", and an empty field. Below the table are "Add" and "Delete" buttons.

► **Note:** Select the checkbox next to the revised formula and select the **Delete** button to delete the revised formula. You may add additional revised formulas by selecting the **Add** button to display the Revised Formula pop-up window and following Steps i – ii.

## Create a New SDA Submission

### Article Information/Product Packing

**Figure 17: Create a New SDA – Article Information**

* Article Name Or Use:	<input type="text" value="POM PETRO"/>
* Article Code Number:	<input type="text" value="320 - PETROLEUM PRODUCTS"/>
* Article Purpose:	<input type="text" value="LUBRICANT"/>

**Figure 18: Create a New SDA – Product Packing**

<b>Product Packing Information</b>	
* Sizes Of Commercial Packages:	<input type="text"/>
<input checked="" type="checkbox"/> Product Is To Be Packaged In Pressurized Containers	
* Type Of Propellant:	<input type="text"/>
* Ratio of Propellant To Concentrate:	<input type="text"/>

► **Note:** Fields marked with asterisks (\*) are required fields.

1. Enter the Article Name or Use in the available field. See Figure 17.
2. Select the Article Code Number from the Article Code Number drop-down list. See Figure 19.

**Figure 19: Create a New SDA – Article Code Number Drop-Down List**

730 - CUTTING OILS
740 - REFRIGERATING USES
750 - MISCELLANEOUS FLUID USES
331 - PECTIN (PROCESSING)
320 - PETROLEUM PRODUCTS
315 - MISCELLANEOUS DEHYDRATION PRODUCTS
312 - SODIUM HYDROSULFITE (DEHYDRATION)
311 - CELLULOSE COMPOUNDS (DEHYDRATION)
249 - EXTERNAL PHARMACEUTICALS (MISCELLANEOUS, USP OR NF)
244 - ANTISEPTIC SOLUTIONS (USP OR NF)
243 - LINIMENTS (USP OR NF)
241 - COLLODION (USP)
430 - PRESERVING SOLUTIONS
420 - EMBALMING FLUIDS, ETC
410 - DISINFECTANTS, FUNGICIDES, INSECTICIDES BIOCIDES
359 - MISCELLANEOUS PRODUCTS (PROCESSING)
358 - MISCELLANEOUS CHEMICALS (PROCESSING)
355 - RUBBER (LATEX) (PROCESSING)
354 - ROSIN (PROCESSING)
353 - PHOTOGRAPHIC CHEMICALS (PROCESSING)
352 - PERFUME MATERIALS (PROCESSING)
551 - ACETALDEHYDE
550 - UNKNOWN SDA CODE
540 - DYES AND INTERMEDIATES
530 - ETHYLAMINES
524 - ANHYDROUS SODIUM ETHYLATE (RESTRICTED)
523 - MISCELLANEOUS ETHYL ESTERS
522 - ETHYL CHLORIDE
521 - ETHYL ACETATE

3. Enter the Article Purpose in the available field.
4. Select the Product Is To Be Packaged In Pressurized Containers checkbox. The Product Packing Information fields display. See Figure 18.
5. Enter the Type of Propellant.
6. Enter the Ratio of Propellant To Concentrate
7. Select the **Next** button. The Formula tab displays. See Figure 20.

## Create a New SDA Submission

### SDA/SDR Formula Details

Figure 20: Create a New SDA – Formula Tab

The screenshot shows the 'SDA' section of the application. At the top, there are tabs for 'Main', 'Formula', 'Samples', 'Company', 'Comments', and 'Docs/Links'. Below the tabs is a red navigation bar with 'Print', 'Comment', and 'Upload' options. A checkbox for 'Paper Submission' is visible. The main content area is titled 'Specially Denatured Alcohol(SDA) or Rum(SDR) formula' and contains two sub-sections: 'SDA/SDR FORMULA PROOF' and 'DENATURANTS'. An 'Add' button is located in the 'DENATURANTS' section. Below this, there is a checkbox for 'SDA or SDR is to be recovered from the manufacturing process' and a red asterisk indicating a required field: '\* Formula and Process:'. A large text area is provided for input. At the bottom of the form, there are buttons for '< Previous', 'Save as Draft', 'Validate', 'Cancel', 'Submit', and 'Next >'.

► **Note:** Fields marked with asterisks (\*) are required fields.

1. Select the **Add** button. The SDA/SDR Ingredient pop-up window displays. See Figure 21.

Figure 21: Create a New SDA – SDA/SDR Formula Ingredient Pop-Up Window

## Formula

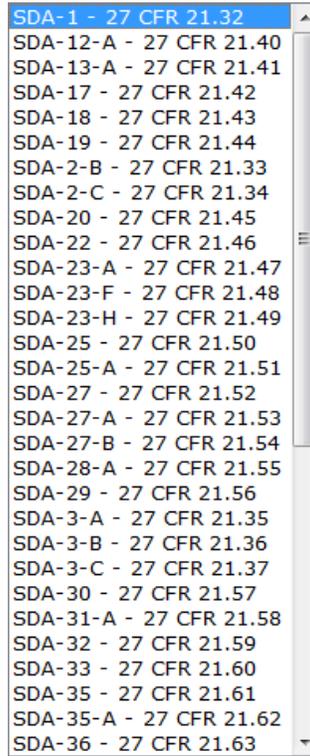
The screenshot shows the 'Ingredient Information' pop-up window. It has a title bar and contains the following fields: '\*SDA/SDR Formula:' with a dropdown menu showing 'SDA-1 - 27 CFR 21.32'; 'Proof:' with a text input field; and 'Denaturants:' with a large text area. At the bottom of the text area, it says '250 characters left'. There are 'OK' and 'Cancel' buttons at the bottom right of the window.

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.

## Create a New SDA Submission

2. Select SDA/SDR formula from the SDA/SDR Formula drop-down list. See Figure 22.

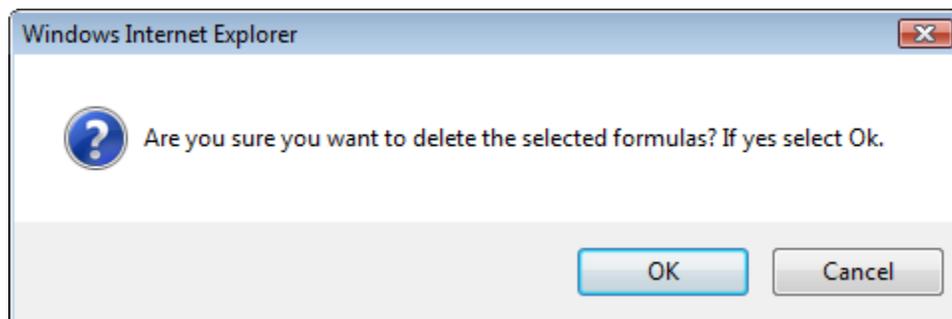
**Figure 22: Create a New SDA – SDA/SDR Formula Drop-Down List**



3. Enter proof and denaturants information in the available fields.
4. Select the **OK** button. The Formula tab displays. See Figure 24.
5. Repeat as many times if necessary to enter all SDA/SDR information.

► **Note:** Select the [SDA/SDR Formula](#) link to display the SDA/SDR Ingredient pop-up window and edit the SDA/SDR information. Select the checkbox next to the SDA/SDR Formula and select the **Delete** button to delete the SDA/SDR Formula. A confirmation message box displays prompting you to confirm your action. See Figure 23. Select the **OK** button to confirm.

**Figure 23: Create a New SDA – Delete SDA/SDR Formula Confirmation**



## Create a New SDA Submission

### Formula and Process

Figure 24: Create a New SDA – Formula Tab with Formula and Process Added

**SDA**

Main Formula Samples Company Comments Docs/Links

Print | Comment | Upload

Paper Submission

**Specially Denatured Alcohol(SDA) or Rum(SDR) formula**

SDA/SDR FORMULA	PROOF	DENATURANTS
<input type="checkbox"/> SDA-40-B	180	

SDA or SDR is to be recovered from the manufacturing process

\* Formula and Process:

1. Alcohol SD-40-2	*	60.00
2. Salicylic Acid	*	0.50
3. Polyoxpropylene Glycol	*	2.00
4. Essential Oil 27A	*	1.00
5. Deionized Water	*	36.50
Total	*	100.00

Process: the ingredients above are contained in a stainless steel tank and mixed until a clear solution is

► **Note:** Fields marked with asterisks (\*) are required fields.

1. Select the checkbox if SDA/SDR is to be recovered from the manufacturing process.
2. Describe the Formula and Process in the text box.
3. Select the **Next** button. The Samples tab displays. See Figure 25.

### Sample Detail

Figure 25: Create a New SDA – Samples Tab

**SDA**

Main Formula Samples Company Comments Docs/Links

Print | Comment | Upload

Paper Submission

**Sample Detail**

SAMPLE ID	LIMS ID	QUANTITY	UNIT	% FILL	DESCRIPTION OF CONTENTS	DATE SENT	DATE RECEIVED
-----------	---------	----------	------	--------	-------------------------	-----------	---------------

► **Note:** For SDA 39-C, oil samples are required. For SDA 38-B and SDA 38-F, samples are recommended. All other SDA submissions do not require any samples but may include them.

Follow these steps to add a sample to the submission:

1. Select the **Add** button. The Sample pop-up window displays. See Figure 26.

Figure 26: Create a New SDA – Sample Pop-Up Window

# Sample

**Sample Information**

Sample ID:

Quantity:  Unit of Measure:

% Fill:

\* Description:

250 characters left

Date Sent:

OK Cancel

2. Enter the sample information in the available fields.

► **Note:** Fields marked with asterisks (\*) are required fields.

3. Select the **OK** button. The Sample pop-up window closes and the Sample tab displays. The sample is added in the Sample Detail section. See Figure 27.

Figure 27: Create a New SDA – Samples Tab with Sample Added

**SDA**

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

Print | Comment | Upload

Paper Submission

**Sample Detail**

For Selected Samples:  Go

<input type="checkbox"/> SAMPLE ID	LIMS ID	QUANTITY	UNIT	% FILL	DESCRIPTION OF CONTENTS	DATE SENT	DATE RECEIVED
<input type="checkbox"/> Pending		1.0	liter		POM SAMPLE		

Add Delete

« Previous Save as Draft Validate Cancel Submit

1. Repeat the steps to add each sample you are sending to TTB.

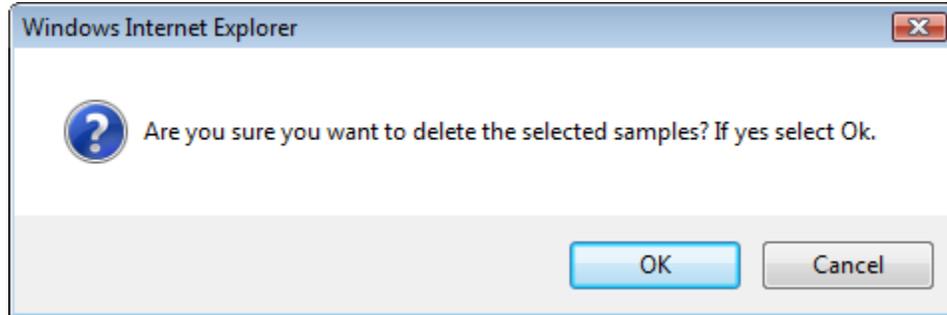
► **Note:** The system generates submission ID and sample IDs after you save as draft or submit. Until then, sample IDs appear as “Pending.” The system prompts you to generate the sample ID

## Create a New SDA Submission

sheet once you submit. When it does, enter dates sent, print sample ID sheets, and affix them to the physical samples or include them in the mailing package.

► **Note:** Select the [Sample ID](#) link to display the Sample pop-up window and edit the sample. Select the checkbox next to the sample and select the **Delete** button to delete the sample. A confirmation message box displays prompting you to confirm your action. See Figure 28. Select the **OK** button to confirm.

**Figure 28: Create a New SDA – Delete Sample Confirmation**



### [Validate/Save as Draft](#)

Before submitting, you may either:

- a. Validate (check for errors without saving or submitting as final to TTB) to ensure that you have completed the submission correctly. Select the **Validate** button and Formulas Online displays red error messages indicating any issues found with the submission. You may save as draft with errors, but you must correct all errors before submitting a draft.  
or
- b. Save as Draft if you are not yet ready to submit, or if you are the Preparer/Reviewer (since only a Submitter may actually submit the submission). Select the **Save as Draft** button and Formulas Online stores your submission until you or an authorized Submitter return to finalize the submission. See Figure 29.

## Create a New SDA Submission

Figure 29: Create a New SDA – Save As Draft Confirmation

**SDA**

**Informational Messages**

- Your submission was successfully saved as a draft. It will not be forwarded to TTB for review until you submit. If it remains a draft for over 30 days, it will be automatically deleted.

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

Copy as New | Print | Comment | Upload

Paper Submission

Submission ID: 1318857      Date Submitted:  
Status: Draft

**Sample Detail**

For Selected Samples:

<input type="checkbox"/>	SAMPLE ID	LIMS ID	QUANTITY	UNIT	% FILL	DESCRIPTION OF CONTENTS	DATE SENT	DATE RECEIVED
<input type="checkbox"/>	1000056		1.0	liter		POM SAMPLE		

### Submit SDA Submission

Follow these steps to submit your SDA submission:

1. Select the **Submit** button. The Perjury Statement pop-up window displays, which requires that you attest to the correctness of your application. See Figure 30.

Figure 30: Create a New SDA – Perjury Statement Pop-Up Window

## Perjury Statement

Under the penalties of perjury, I declare that all the statements appearing on this application, including supplemental documents, are true and correct to the best of my knowledge and belief. I also certify that I have read, understood, and complied with the conditions and instructions for filing this application.

I agree

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.

2. Select the “I agree” checkbox to acknowledge you have read, understood, and complied with instructions for filing the application. The **OK** button is enabled.

## Create a New SDA Submission

3. Select the **OK** button. The Submission Confirmation page displays with links to the Submission ID and the Samples tab (where applicable). The SDA submission is successfully submitted. See Figure 31.

**Figure 31: Create a New SDA – Submission Confirmation**

### SDA

*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: 1318857.*

*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.

TTB will contact you by e-mail when analysis has been completed or if additional information is needed.

4. Select the [return to the Samples](#) link in the submission confirmation to enter sample sent dates and print sample ID sheets if you included samples in the submission.

► **Note:** Only users with authenticated Submitter roles may submit submissions. Users with authenticated Preparer/Reviewer roles for any of the permit numbers included with the submission may perform all other submission preparation functions, but are not allowed to submit as final to TTB for processing.

### [Enter a Sample Sent Date for SDA Submissions](#)

See [Entering Sample Sent Date](#) for sample sent date instructions.

### [Print a Sample ID Sheet for SDA Submissions](#)

See [Printing Sample ID Sheets](#) for sample sending instructions.

### [Comments and Docs/Links for SDA Submissions](#)

See [Adding, Editing, and Deleting Comments](#) for comment instructions. See [Uploading Attachments and Linking Submissions](#) for upload and link instructions.

### [Edit, Correct, and Resubmit an SDA Submission](#)

Before submitting, you may edit the submission at will. After submitting, you will be unable to edit until/unless TTB informs you that your submission needs correction. See [Editing, Correcting, and Resubmitting Submissions](#) for editing, correction, and resubmission instructions.

### [Copy an Existing SDA Submission](#)

See [Copying Existing Submissions](#) for copy instructions.

### [Print an SDA Submission](#)

See [Printing Submissions](#) for print instructions.

## **Create a New SDA Submission**

### [Withdraw an SDA Submission](#)

See [Withdraw a Submission](#) for instructions on how to withdraw an active submission prior to TTB process completion.