



**DEPARTMENT OF THE TREASURY
ALCOHOL AND TOBACCO TAX AND TRADE BUREAU (TTB)
DISTILLED SPIRITS PLANT SUPPLEMENTAL INFORMATION**

(Under 26 U.S.C. Chapter 51, 27 U.S.C., and 27 CFR Part 19)

In addition to completing TTB Form 5110.56, Distilled Spirits Plant (DSP) Registration, provide the following information in an attached document. The only specific requirements for the document is that it includes all the following required information and that you include your Plant Name, EIN and Registry Number on every page of the document. You will not have a Registry Number for your original document, but make sure you add it to all subsequent amended documents. You may use any format that you like (outline format, narrative, tables, etc.) as long as the information is clear. We have provided examples of the type of possible layouts. Contact your TTB National Revenue Center DSP Applications Specialist if you have questions.

Part I. Major Equipment

*(Provide the following information for each **tank**, **still** and **condenser** per 27 CFR 19.166.)*

1a. Tanks

Tank Serial Number(s)	Tank Capacity	Intended Use
<i>(Enter tanks' serial number)</i>	500 gallons	1) <input type="checkbox"/> Production <input type="checkbox"/> Storage <input type="checkbox"/> Processing 2) <input type="checkbox"/> Distilled Spirits <input type="checkbox"/> Wine <input type="checkbox"/> Denatured Spirits <input type="checkbox"/> Articles

1b. Identify tanks that will be used for gauging distilled spirits or wine for any purpose and provide, in your own words, a statement of certification of accurate calibration of such tanks.

2. Stills

Still Serial Number(s)	Kind	Tank Capacity	Intended Use
<i>(Enter tanks' serial number)</i>	<i>(i.e. Pot Still, Column Still, Compound Still, etc.)</i>	<i>(Estimated maximum p.g. of spirits produced during 24 hours. If a column still, you may provide diameter of base and number of plates.)</i>	<i>(i.e. Distillation, Re-distillation of specially denatured spirits, spirits returned to bond, etc.)</i>

3. Condenser Serial Number(s)

Part II. Accounting Records

(Have the individual responsible for certifying the accuracy of accounting records used to determine the accuracy of TTB tax returns sign a statement such as this. This person must be authorized to act and sign on behalf of the business.)

4. I certify that all relevant and material accounting records (including regular books of account and such other records and data as may be necessary to support such records) will be maintained in accordance with generally accepted accounting principles which enable the proprietor of this distilled spirits plant to file a correct distilled spirits tax return and to determine if [he] is liable for distilled spirits taxes.

(Signature)

(Printed Full Name)

(Title)

Part III. Distillery Descriptions

5. Distilled Spirits Plant Description: *(Describe each tract of land comprising the distillery per 27 CFR 19.168.)*
- a. Written Description *(Your description must 1) Clearly indicate the bonded premises and any general premises included as part of the distilled spirits plant. 2) Contain directions and distances in sufficient detail, in feet and inches, to allow TTB officers to readily determine the plant boundaries)*

Ex: The bonded premises property boundaries begin at the corner of Main Street and Oak Boulevard. the property boundary extends northward 7500 feet (crossing Sugar Creek) . . .

- b. Buildings and Outside Tanks *(Describe each building and outside tank used for production, storage and processing of spirits, denatured spirits, articles, or wines.)*

Building/Tank Number(s)	Location	Size	Construction	Purpose
<i>(Enter outside tanks' and building number(s))</i>		<i>(Estimated maximum p.g. of spirits produced during 24 hours. If a column still, you may provide diameter of base and number of plates.)</i>	<i>(i.e. Brick, Stainless Steel, etc.)</i>	<i>(1-production, storage, processing of 2-Spirits, Denatured Spirits, Articles or Wine)</i>

- c. Arrangement

Ex: Building A is located on the bonded premises directly west of Building B. A bonded bulk tank farm consisting of 10 tanks is located 150 feet to the west of Building A. The tanks are arranged in two rows of 5. Each tank is connected by pipeline to the bottling plant . . .

- d. Rooms and Floors Inside Buildings *(Describe each building in which a room or floor is situated.)*

Building Description	Location	Room/Floor	Purpose
<i>(i.e. Storage Warehouse 1C)</i>	<i>(i.e. Adjacent to the Processing Plant)</i>	<i>(i.e Floor 1 and Floor 2 are part of our bonded premises)</i>	<i>(e.g. We intend to temporarily store taxpaid spirits returned to bond until we are ready to re-distill them. We will then crush the bottles and run the product through still number 1 and after the spirits are re-distilled, they will be packaged in 50 gallon drums on the 2nd floor where they will remain until they are bottled.)</i>

6. Statement of Physical Security: *(Describe physical security measures taken to secure the plant and the products on plant premises – see 27 CFR 19.153.)*

- a. Provide a general statement of the physical security at the distilled spirits plant, including methods utilized to secure buildings and outdoor tanks.
- b. Provide statements in response to the following questions

- 1) Does or will this distilled spirits plant employ guard personnel.
- 2) Does or will this distilled spirits plant utilize electronic or mechanical alarm system(s).
- c. Provide information on whether or not your locks meet the following criteria in accordance with paragraph (e) of 27 CFR 19.281.
 - 1) Approved locks must be used to secure indoor and outdoor tanks containing spirits, the doors or enclosures providing access to such tanks, and doors from which access may be gained from outside to rooms or buildings containing spirits in portable bulk containers in the storage account.
 - 2) The approved locks must meet minimum specifications, per paragraph (e) of 27 CFR 19.281, including corresponding serial number on the lock and key (except for master key locking systems), case hardened shackle at least ¼ inch in diameter with heel and toe locking, body width of at least 2 inches, captured key feature (key may not be removed while shackle is unlocked), tumbler with at least 5 pins, and lock or key contain no biting data. *(See 27 CFR 19.281 (e)(2)(vi) for further information on master key locking systems.)*
- d. List all persons by position or title having responsibility for the custody of and access to keys for approved locks used at the distilled spirits plant. *(You must file an amended Notice for any change in personnel or procedures contained in this security statement.)*
7. Distilling Operations *(In your own words, describe your distilling operations. If there will be no distilling operations, state so.)*
 - a. Provide a statement regarding your daily producing capacity in proof gallons.
 - b. Describe your actual production procedures (see 27 CFR 19.170) by providing a step-by-step description of procedures employed to produce spirits from an original source, commencing with treating, mashing, or fermenting raw materials or substances and continuing through each step of distilling, purifying and refining to the production gauge. Show the approximate quantity of each material or substance used in producing, purifying or refining each type of spirits. *(Include a statement as to whether or not spirits will be redistilled.)*
8. Warehouseman Operations *(In your own words, describe your storage operations including a description of the storage system, and a statement of bulk storage capacity in wine gallons. If there will be no warehousing operations, state so.)*
9. Processor Operations *(In your own words, describe your processing operations per 27 CFR 19.152 (l)(3). If there will be no processing operations, state so. If there is or will be, make statements regarding the following processing activities.)*
 - a. Will you conduct bottling operations?
 - b. Will you conduct denaturing operations?
 - c. Will you manufacture articles?
 - d. Will you redistill spirits?
10. Describe the system used to store spirits bottled, cased or otherwise packaged or placed in approved containers for removal from bonded premises.
11. Bonds and Permits *(With respect to this Notice, list all Basic Permits, Operating Permits and bonds (including those filed with this Notice) held by the applicant, showing the name and the surety or collateral security for each bond.)*

* *Wherever the operations coverage or unit bond is less than the maximum required, identify the maximum number of proof gallons (p.g.) which will be stored on, and in transit to the bonded premises during any 15 day period.)*

Basic Permit and/or Operating Permit	Surety Name/Type of Collateral Security	Operations Coverage	Withdrawal Coverage	Maximum No. P.G.*
<i>(Identify each Basic or Operating Permit held.)</i>	<i>(Identify the surety name or note if you provided cash, Treasury Note or Treasury Bond collateral for your bond(s))</i>	<i>(Identify the amount of Operations Coverage)</i>	<i>(Identify the amount of Withdrawal Coverage)</i>	<i>(See note above)</i>

Part IV. Other Operations on Distillery

(Complete this section for any other business to be conducted on the plant premises.)

12. Describe all other business to be conducted on distilled spirits plant premises *(Describe any distillery areas that will alternate with another distillery (DSP), wine premises, manufacturer of non-beverage products operation, or unrelated business in accordance with subpart D of 27 CFR Part 19.. Include a description of any alternating equipment and methods used to segregate each operation. Include the following information.)*

- a. Name of Other Business
- b. Building(s) Used
- c. Plant equipment Used
- d. Relationship to Distilled Spirits Plant

Where to File

Submit your entire application package along with all relevant supplemental forms and attachments to

Alcohol and Tobacco Tax and Trade Bureau
 National Revenue Center
 550 Main Street, Suite 8002
 Cincinnati, OH 45202-5215

1-877-882-3277 (toll-free) or
 (513) 684-3334
ttbquestions@ttb.gov

If your business is located in **Puerto Rico** or the **U.S. Virgin Islands** submit your application to

Alcohol and Tobacco Tax and Trade Bureau
 (Investigations) Puerto Rico Operations
 Suite 310 Torre Chardon
 350 Chardon Avenue
 San Juan PR 00918

(787) 766-5584

DEFINITIONS

(See 27 CFR 19.11 for more definitions)

Article: A product, containing denatured spirits, which was manufactured under 27 CFR Part 20.

Proof Gallon (p.g.): A gallon of liquid at 60° Fahrenheit which contains 50% by volume of ethyl alcohol having a specific gravity of 0.7939 at 60° Fahrenheit referred to water at 60° Fahrenheit as unity, or the alcoholic equivalent thereof. (Wine Gallons x Proof ÷ 100)

Wine Gallon: The liquid measure equivalent to the volume of 231 cubic inches (a standard gallon)