## Revision History

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INTRODUCTION

This Public COLA Registry User Manual provides information on how to operate the Public Certificate of Label Approval (COLA) Registry for public users. The Public COLA Registry will enable a user to view approved, expired, surrendered, and revoked COLAs. This document is written on behalf of the Advertising, Labeling and Formulation Division (ALFD), Office of the Chief Information Officer (OCIO), Alcohol and Tobacco Tax and Trade Bureau (TTB).

This section provides information on the project background, project objectives, and points of contact, as well as the document organization and conventions.

1.1 BACKGROUND

The TTB mission is to:

- Collect alcohol, tobacco, firearms, and ammunition taxes
- Ensure that alcohol beverages are labeled, advertised and marketed in accordance with the law
- Administer the laws and regulations in a manner that protects the revenue, protects the consumer, and promotes voluntary compliance

The ALFD mission is to:

- Ensure the proper tax classification of alcohol beverages
- Ensure that formulas, labels, and advertisements for alcohol beverages are in compliance with Federal laws and regulations
- Ensure that labels provide consumers with adequate information on the identity and quality of alcohol beverage products
- Prevent consumer deception
- Educate and provide guidance to industry and the public on laws, regulations, and activities regarding ALFD's mission and functions

1.2 PURPOSE AND SCOPE

The purpose of the Public COLA Registry User Manual is to provide a brief understanding of how to operate and navigate through the Public COLA Registry.

The Public COLA Registry is used by Industry Members (IM), Industry Representatives and the general public to view information on approved, expired, surrendered, and revoked COLAs, as required by law. The public module of the COLAs Online system requires no user name and password and contains, as required by the Freedom of Information Act (FOIA), details of only approved, expired, surrendered, or revoked COLAs for viewing by the general public, as well as a printable version of the COLA if available.

This manual discusses who should use this manual and reviews the menu options, screens available and step-by-step procedures for the system interfaces.

This manual is intended to provide information on how to use the system for the public users of the Public COLA Registry.
1.3 ORGANIZATION OF THE USER MANUAL

Table 1 lists the details of the organization of the User Manual.

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<th>Section Title</th>
<th>Description</th>
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<tr>
<td>1</td>
<td>Introduction</td>
<td>Provides information on the project background, as well as the document organization and conventions</td>
</tr>
<tr>
<td>2</td>
<td>System Capabilities</td>
<td>Provides an overview of the Public COLA Registry system and its capabilities</td>
</tr>
<tr>
<td>3</td>
<td>System Functions</td>
<td>Describes each specific function including step-by-step procedures for using the function</td>
</tr>
<tr>
<td>4</td>
<td>Help Facilities</td>
<td>Discusses the help facilities provided to users of the Public COLA Registry system</td>
</tr>
<tr>
<td>Appendix A</td>
<td>Definition of Terms</td>
<td>Defines important terms used in the Public COLA Registry system</td>
</tr>
</tbody>
</table>

1.3.1 Conventions of the User Manual

Table 2 lists the manual conventions of the User Manual.

<table>
<thead>
<tr>
<th>Convention</th>
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<tr>
<td>Bold</td>
<td>Bold text indicates a button or key label</td>
</tr>
<tr>
<td>►Note:</td>
<td>Indicates a note or message to the user</td>
</tr>
<tr>
<td>1. Numbered List</td>
<td>Numbered lists provide step-by-step procedures for performing an action</td>
</tr>
<tr>
<td>• Bulleted List</td>
<td>Bulleted lists provide information, not procedural steps</td>
</tr>
<tr>
<td>Link</td>
<td>Indicates a link to a specific application or web page</td>
</tr>
<tr>
<td>❔</td>
<td>Question Mark – field-level help</td>
</tr>
</tbody>
</table>

1.4 GLOSSARY

Table 3 provides a list of acronyms and terms used in the User Manual. For a more complete list, see Appendix A Definition of Terms.

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<thead>
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<th>Acronym / Term</th>
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<td>Advertising, Labeling and Formulation Division</td>
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<td>Certificate of Label Approval</td>
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<tr>
<td>COLAs Online</td>
<td>Certificate of Label Approval System</td>
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<tr>
<td>FAQs</td>
<td>Frequently Asked Questions</td>
</tr>
<tr>
<td>Acronym / Term</td>
<td>Description</td>
</tr>
<tr>
<td>---------------</td>
<td>-----------------------------------------</td>
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<tr>
<td>FOIA</td>
<td>Freedom of Information Act</td>
</tr>
<tr>
<td>FONL</td>
<td>Formulas Online</td>
</tr>
<tr>
<td>IM</td>
<td>Industry Member</td>
</tr>
<tr>
<td>OIM</td>
<td>Online Industry Member</td>
</tr>
<tr>
<td>NRC</td>
<td>National Revenue Center</td>
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<td>PIA</td>
<td>Privacy Impact Assessment</td>
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<tr>
<td>PCR</td>
<td>Public COLA Registry</td>
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<tr>
<td>SDLC</td>
<td>Systems Development Life Cycle</td>
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<tr>
<td>TTB</td>
<td>Alcohol and Tobacco Tax and Trade Bureau</td>
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2 SYSTEM CAPABILITIES

This section provides an overview of the Public COLA Registry system and its capabilities.

2.1 GENERAL DESCRIPTION

The following functions are provided to general public users of the Public COLA Registry system:

- Search for and view approved, expired, revoked, or surrendered COLAs
- Save search results to a .csv file (viewable through Microsoft Excel or other associated application)
- View COLA Details (only limited data fields available as public information via the FOIA)
- Display and print completed COLA forms (approved, expired, revoked, or surrendered)
- View COLAs Online Frequently Asked Questions (FAQs)
- Report problems and contact ALFD Customer Service

2.2 PRIVACY ACT CONSIDERATIONS

The TTB privacy policy is described in the Privacy Policy page linked on the TTB Online Portal page and on the Public COLA Registry entry point, the Public COLA Registry Basic Search page. The TTB privacy impact assessment (PIA) is available in the Privacy Impact Assessments page linked on the TTB Online Portal page and on the Public COLA Registry entry point, the Public COLA Registry Basic Search page.

Figure 1 details the Privacy Policy page. Figure 2 details the Privacy Impact Assessments page. Figure 3 details the Privacy Impact Assessment page for COLAs Online, accessed by selecting the Certificate of Label Approval Online (COLA) link on the Privacy Impact Assessments page.
Figure 1: Privacy Policy

Privacy Policy and Legal Notice

Choose from the following:
1. Privacy Policy Summary
2. Email
3. Sending Personal Information
4. Comments
5. Information Collection
6. Cookies
7. Site Security
8. Links to Other Sites
9. Disclaimer of Endorsement
10. Copyright
11. Official Seal, Names, and Symbols

1. Privacy Policy Summary

The Privacy Act of 1974 protects your rights to privacy. The Alcohol and Tobacco Tax and Trade Bureau (TTB) respects your right to privacy and will protect your privacy when you visit our Web site. We do not collect personal information such as names, addresses, or phone numbers when you visit our site. Any information you explicitly provide us is completely voluntary. We assume that you consent to our use of any such affirmatively provided information for the purpose for which you provide it.

We will not share the information you give us with the exception of: requires relating to another government agency, authorized law enforcement investigations, information otherwise provided by law, or information contained in a comment. You do not have to provide any personal information to visit this Web site.

Please be mindful that information presented on this Web site is considered public and may be distributed, copied, or disclosed in a rulemaking document or on the Internet.

The sections below describe the types of information we may collect and how we handle that information.
In addition, the following government warning displays at the bottom of the TTB Online Portal page:

**WARNING!** THIS SYSTEM IS THE PROPERTY OF THE UNITED STATES DEPARTMENT OF TREASURY. UNAUTHORIZED USE OF THIS SYSTEM IS STRICTLY PROHIBITED AND SUBJECT TO CRIMINAL AND CIVIL PENALITIES. THE DEPARTMENT MAY MONITOR, RECORD, AND AUDIT ANY ACTIVITY ON THE SYSTEM AND SEARCH AND RETRIEVE ANY INFORMATION STORED WITHIN THE SYSTEM. BY ACCESSING AND USING THIS COMPUTER YOU ARE AGREEING TO ABIDE BY THE TTB RULES OF BEHAVIOR, AND ARE CONSENTING TO SUCH MONITORING, RECORDING, AND INFORMATION RETRIEVAL FOR LAW ENFORCEMENT AND OTHER PURPOSES. USERS SHOULD HAVE NO EXPECTATION OF PRIVACY WHILE USING THIS SYSTEM.
3 SYSTEM FUNCTIONS

This section describes each specific system function of the Public COLA Registry system.

3.1 SYSTEM BASICS

This section discusses all of the basic information needed to start using the system. This section includes the following information:

- **Getting Started** – Using the TTB Online Portal Page – See Section 3.2 Getting Started
- **Public COLA Registry Menu Options** – See Section 3.3 Public COLA Registry Menu Options
- **Search the Registry** – See Section 3.4 Search the Registry
- **Print Filed COLAs** – See Section 3.5 Printable Version of COLA

3.2 GETTING STARTED – USING THE TTB ONLINE PORTAL PAGE

You may access the Public COLA Registry through the TTB Online Portal page. Figure 4 details the TTB Online Portal page. Figure 5 details the Public COLA Registry entry point, the Public COLA Registry Basic Search page.

**Figure 4: TTB Online Portal**

10/20/15: Coming Soon - Formulas Online Release 2.0 later in November. The new release will include some changes to "My Submissions" such as the inclusion of all submissions (no longer limited to only those that are in-process), and the pilot of a printable TTB F 3100.51 from a Uniform submission. Watch for additional highlights to be posted in November.

10/16/15: Want to help us improve Formulas Online? Volunteer to give us your feedback during a 1-hour research study. See details

9/13/15: A new password change process for COLAs Online and Formulas Online is available. For more information, please see the Password Change Quick Reference Guide.

It is possible that you may have a pop-up blocker running as part of your web browser settings. You must turn off the pop-up blocker in order for Formulas Online to operate properly. Please see How to Allow Proxity to Internet Explorer 11 for more information.

You may also log in at any time to check the status of individual label applications and/or formula applications.
3.2.1 **Access the Public COLA Registry**

Follow these steps to access the Public COLA Registry through the TTB Online Portal page:

1. Open your Internet Explorer web browser.
2. Enter [https://www.ttbonline.gov/](https://www.ttbonline.gov/) in the address field.
3. Press the Enter key. The TTB Online Portal page displays. See Figure 4.
4. Select the Public COLAS Registry link. The Public COLA Registry entry point, the Public COLA Registry Basic Search page, displays. See Figure 5.
3.3 PUBLIC COLA REGISTRY MENU OPTIONS

The Public COLA Registry menu options are available in the menu box in the upper right of every page. Figure 6 details the Public COLA Registry menu options.

Figure 6: Public COLA Registry Menu Options

- Search Public COLA Registry
- COLAs Online FAQs
- Contact Us
- Public COLA Registry Manual
- Download Public COLA Registry Manual
- COLAs Online Logon

The following menu options are available in the Public COLA Registry:

- **Search Public COLA Registry** – See Section 3.3.1 Search Public COLA Registry
- **COLAs Online FAQs** – See Section 3.3.2 COLAs Online FAQs
- **Contact Us** – See Section 3.3.3 Contact Us
- **Public COLA Registry Manual** – See Section 3.3.4 Public COLA Registry Manual
- **Download Public COLA Registry Manual** – See Section 3.3.5 Download Public COLA Registry Manual
- **COLAs Online Logon** – See Section 3.3.6 COLAs Online Logon
3.3.1 Search Public COLA Registry

The Search Public COLA Registry menu option allows you to search for approved, expired, revoked, and surrendered COLAs. Figure 7 details the Public COLA Registry Basic Search page that displays when the Search COLA Public Registry menu option is selected.

Figure 7: Public COLA Registry Basic Search

See Section 3.4 Search the Registry for information on searching the Public COLA Registry.
3.3.2 COLAs Online FAQs

The COLAs Online FAQs menu option displays the COLAs Online Frequently Asked Questions page. Figure 8 details the COLAs Online FAQs page.

Figure 8: COLAs Online FAQs

[Image of COLAs Online FAQs page]

- **General Questions**

  - Q1: Can I produce beer, wine or spirits for my personal or family use without paying Federal excise tax and fulfilling Federal paperwork?
  - Q2: What are the Federal and State excise taxes rates for spirits, wine and beer?
  - Q3: Who can I contact when I have a complaint or suspect illegal activity by a bar, club, liquor store, restaurant or other business selling beverage alcohol products (spirits, wine or beer)?
  - Q4: Does TTB have information or studies about the effects of consuming alcohol?
  - Q5: How does TTB change its regulations?
  - Q6: Can a student make alcohol as part of a science fair project?
  - Q7: Are commercial vinegar producers regulated by TTB?
  - Q8: Can I make vinegar for personal use?
  - Q9: Does TTB regulate butanol, such as isobutanol?
  - Q10: Do I need a permit to import beverage alcohol products for my own use, or to ship or bring my personal alcohol collection into the U.S. from overseas?

**CONTACT US**

If you are concerned with the accuracy of this information, please contact TTB or your legal advisor.
3.3.3 Contact Us

The Contact Us menu option displays the Contact Us page. The Contact Us page provides information on how to contact ALFD Customer Service via the ALFD mailing address, Phone Number, Fax Number, ALFD e-mail address as well as submit a problem report. Figure 9 details the Contact Us page.

Figure 9: Contact Us

3.3.3.1 Report Problems with the Public COLA Registry

Follow these steps to report a problem with the Public COLA Registry:

1. From the Public COLA Registry, select the Contact Us link from the menu box. The Contact Us page displays. See Figure 9.

2. Select one or more subject areas.

   ► Note: If your problem is not listed, enter the problem in the Other field.

3. Enter Comments (if any).
4. Enter the Name.
5. Enter the E-mail Address.
6. Enter the Phone Number.
7. Enter the Fax Number.
8. Enter the TTB ID Number (if any).
9. Select the Submit button to submit your e-mail problem report to ALFD.
10. Select the Close button to close the Contact Us page.
11. Select the Clear and Start Over button to reset all data fields.
3.3.4 Public COLA Registry Manual

The Public COLA Registry Manual menu option displays a new browser window with the Public COLA Registry Online Help. Figure 10 details the Public COLA Registry Online Help.

Figure 10: Public COLA Registry Online Help
3.3.5 Download Public COLA Registry Manual

The Public COLA Registry Manual menu option displays the Public COLA Registry User Manual in PDF format. Figure 11 details the Public COLA Registry User Manual.

**Figure 11: Public COLA Registry User Manual**

![Public COLA Registry User Manual PDF](image)
3.3.6 COLAs Online Logon

The COLAs Online Logon menu option displays the TTB Online Portal page, to allow access for registered COLAs Online users only. Figure 12 details the TTB Online Portal page.

**Figure 12: TTB Online Portal**

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3/30/15: Coming Soon - Formulas Online Release 2.0 later in November. The new release will include some changes to "My Submissions" such as the inclusion of all submissions (no longer limited to only those that are in-process), and the pilot of a printable TTB F 5100.51 from a Uniform submission. Watch for additional highlights to be posted in November.

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9/2/15: A new password change process for COLAs Online and Formulas Online is available. For more information, please see the Password Change Quick Reference Guide.

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It is possible that you may have a pop-up blocker running as part of your web browser settings. You must turn off the pop-up blocker in order for Formulas Online to operate properly. Please see "How to Allow Pop-Ups in Internet Explorer 11" for more information.

---

You may also login at any time to check the status of individual label applications and/or formula applications.
3.4 SEARCH THE REGISTRY

This section discusses all of the basic information for searching in the system. This section includes the following information:

- **Public COLA Registry Basic Search** – See Section 3.4.1 Public COLA Registry Basic Search
- **Product/Class Type Lookup** – See Section 3.4.2 Product/Class Type Lookup
- **Origin Code Lookup** – See Section 3.4.3 Origin Code Lookup
- **Public COLA Registry Advanced Registry Search** – See Section 3.4.4 Public COLA Advanced Registry Search
- **Vendor Code Lookup** – See Section 3.4.5 Vendor Code Lookup
- **Search Results COLAs** – See Section 3.4.6 Search Results COLAs
- **COLA Detail** – See Section 3.4.7 COLA Detail
3.4.1  Public COLA Registry Basic Search

The Public COLA Registry Basic Search page allows you to search for approved, expired, revoked, and surrendered COLAs. Figure 13 details the Public COLA Registry Basic Search page.

Figure 13: Public COLA Registry Basic Search

3.4.1.1  Search for COLA (Basic)

Follow these steps to perform a basic search for a COLA:

►Note: Enter one or more fields of search criteria. Public searches process a great deal of data; therefore entering more search criteria will produce faster results.

1. Enter Date Completed time frame (From Date and To Date).

►Note: The format is MM/DD/YYYY. Select the icon to display a pop-up calendar to find the correct date.
►**Note:** The Date Completed range is defaulted from the first of the previous month to the current date. These values can be modified before submitting the search. The Date Completed range must be less than or equal to 15 years.

►**Note:** If a value is entered in the Date Completed (From) field a value must be entered in the Date Completed (To) field.

►**Note:** Because of changes made to the COLA database in 1996, searches for data prior to 1996 may not produce a complete result set.

2. Enter the Product Name if applicable.
3. Choose the Brand Name, Fanciful Name or Either radio option to search.

►**Note:** Certain generic searches, especially searches on Product Name/Fanciful Name without date parameters, can take several minutes to process. Whenever possible, a date range should be supplied.

4. Select the **Lookup Class Type** button to search for Product/Class Type. See Section 3.4.2 Product/Class Type Lookup.
5. Enter the Product Class Type range in the fields provided if applicable.
6. Select the **Lookup Origin** button to search for an Origin Code. See Section 3.4.3 Origin Code Lookup.
7. Enter the Origin Code value in the field provided if applicable.
8. Select the **Search** button to view your search results. See Section 3.4.6 Search Results COLAs.

►**Note:** Search results are limited to a maximum of 500 items.

9. Select the **Clear and Start Over** button to reset all data fields to perform a new search.

►**Note:** To perform a wildcard search, enter a “%” at the beginning or end of the search criteria value.
3.4.2 Product/Class Type Lookup

The Product/Class Type Lookup page allows you to search for product/class type codes and descriptions to be used to search for COLAs. Figure 14 details the Product/Class Type Lookup page.

**Figure 14: Product/Class Type Lookup**

3.4.2.1 Search for Product/Class Type

Follow these steps to search for Product/Class Type:

1. Select the **Lookup Class Type** button. The Product Class/Type Lookup page displays. See Figure 14.
2. Enter search criteria value(s) in the appropriate fields. The following fields are available:
   - Product Class/Type Code
   - Product Class/Type Description

►**Note:** To perform a wildcard search, enter a “%” at the beginning or end of the search criteria value.
3. Select the **Search** button. The search results based on the value entered display at the bottom of the page.

► **Note:** Search results are limited to a maximum of 500 items.

4. To view all product class/type codes, select the **Show All Codes** button. The product class/type codes display at the bottom of the page. See Figure 15.

![Figure 15: Show All Codes (Product Class/Type Codes)](image)

5. Select the **Close** button to return to the Search page.

► **Note:** To perform another search, select the **Clear and Start Over** button to reset all the fields and repeat Steps 2 and 3.
3.4.3 Origin Code Lookup

The Origin Code Lookup page allows you to search origin codes and descriptions to be used to search for COLAs. Figure 16 details the Origin Code Lookup page.

Figure 16: Origin Code Lookup

![Origin Code Lookup](image)

### 3.4.3.1 Search for Origin Code

Follow these steps to search for an Origin Code:

1. Select the **Lookup Origin** button. The Origin Code Lookup page displays. See Figure 16.
2. Enter search criteria value(s) in the appropriate fields. The following fields are available for the search:
   - Origin Code
   - Origin Description

   ◆ **Note:** To perform a wildcard search, enter a “%” at the beginning or end of the search criteria value.

3. Select the **Search** button. The search results based on the value entered will appear at the bottom of the page.
4. To view all origin codes, select the **Show All Codes** button. The origin codes display at the bottom of the page. See Figure 17.

![Figure 17: Show All Codes (Origin Codes)](image)

5. Select the **Close** button to return to the Search page.

**Note:** To perform another search, select the **Clear and Start Over** button to reset all the fields and repeat Steps 2 and 3.
3.4.4 Public COLA Advanced Registry Search

The Public COLA Registry Advanced Search page allows you to search for approved, revoked, expired, and surrendered COLAs with advanced search criteria values compared to the basic search. Figure 18 and Figure 19 detail the Public COLA Registry Advanced Search page.

Figure 18: Public COLA Registry Advanced Search (Top)
3.4.4.1 Search for COLA (Advanced)

Follow these steps to perform an advanced search for a COLA:

1. Select the Advanced Search link on the Public COLA Registry Basic Search page. The Public COLA Registry Advanced Search page displays. See Figure 18 and Figure 19.

2. Enter Date Completed time frame (From Date and To Date).

►Note: The format is MM/DD/YYYY. Select the icon to display a pop-up calendar to find the correct date.

►Note: The Date Completed range is defaulted from the first of the previous month to the current date. These values can be modified before submitting the search. The Date Completed range must be less than or equal to 15 years.

►Note: Entering the same date in the “To” and "From" date fields will perform a search for that date only.

►Note: Because of changes made to the COLA database in 1996, searches for data prior to 1996 may not produce a complete result set.
3. Enter the Product Name if applicable.

4. Choose the Brand Name, Fanciful Name or Either radio option to search.

►Note: Certain generic searches, especially searches on Product Name/Fanciful Name without date parameters, can take several minutes to process. Whenever possible, a date range should be supplied.

5. Select the method to choose Product Class/Types - either by code selection, by description selection, or by entering the code manually. Depending on the method selected, choose the Product Class/Type(s) from the choice box or enter the Product Class/Type value(s) in the field provided if applicable. If necessary, select the Lookup Class Type button to search for product/class types. See Section 3.4.2 Product/Class Type Lookup.

6. Select the Origin Code(s) from the choice box if applicable. Select the Lookup Origin button to search for an origin code. See Section 3.4.3 Origin Code Lookup.

►Note: To select multiple values, press and hold the Ctrl key and use the mouse to select the values. To deselect a value, press and hold the Ctrl key and use the mouse to deselect the value. To select all the values within a range, select the first value in the range, then press and hold the Ctrl and Shift keys, and select the last value in the range.

7. Select the Received Code(s) if applicable.

8. Enter the TTB ID value(s) if applicable.

9. Enter the Serial # value(s) if applicable.

10. Enter the Plant Registry/Basic Permit/Brewer’s No. value in the field provided if applicable.

11. Select the Lookup Vendor Code button to search for a Vendor Code. See Section 3.4.5 Vendor Code Lookup.

►Note: Searches by Vendor Code will only return results for records filed before April 2003.

12. Enter the Vendor Code value in the field provided if applicable.

13. Select the Search button to view your search results. See Section 3.4.6 Search Results COLAs.

►Note: Search results are limited to a maximum of 500 items.

14. Select the Clear and Start Over button to reset all data fields to perform a new search.

►Note: To perform a wildcard search, enter a “%” at the beginning or end of the search criteria value.
3.4.5 Vendor Code Lookup

The Vendor Code Lookup page allows you to search for the Vendor Code, Vendor Name, and/or for Plant Registry/Basic Permit/Brewer’s No. to be used in search for COLAs. Vendor Code searches will only return results prior to April 2003. Figure 20 details the Vendor Code Lookup page.

Figure 20: Vendor Code Lookup

3.4.5.1 Search for Vendor Code

Follow these steps to search for a Vendor Code:

1. Select the **Lookup Vendor Code** button. The Vendor Code Lookup page displays. See Figure 20.
2. Enter search criteria value(s). The following fields are available for the search:
   - Vendor Code
   - Vendor Name
   - Plant Registry/Basic Permit/Brewer’s No.
► Note: To perform a wildcard search, enter a “%” at the beginning or end of the search criteria value.

3. Select the Search button. The search results based on the value entered display at the bottom of the page.

► Note: Search results are limited to a maximum of 500 items.

4. Select the Close button to return to the Search page.

► Note: To perform another search, select the Clear and Start Over button to reset all the fields and repeat Steps 2 and 3.
3.4.6 Search Results COLAs

The Search Results: COLAs page allows public users the ability to view their search results based on criteria entered and save the search results to a .csv file (viewable through Microsoft Excel or other associated application). Figure 21 and Figure 22 detail the Search Results: COLAs page.

Figure 21: Search Results: COLAs (Top)
Figure 22: Search Results: COLAs (Bottom)

3.4.6.1 View Search Results COLAs

Follow these steps to view your search results:

1. Select the Search Public COLA Registry link from the menu box on any page.
2. Enter search criteria.
3. Select the Search button. The Search Results: COLAs page displays with search results based on the value entered. See Figure 21 and Figure 22.

►Note: Search results are limited to a maximum of 500 items.

4. To sort the search results, select on any column heading to sort on that attribute.
5. To view more search results, select the Next link.
6. To view the details of a COLA, select the TTB ID link. See Section 3.4.7 COLA Detail.
7. To save your search results, select the Save Search Results To File link. See Section 3.4.6.2 Save Search Results COLAs.
8. Select the New Search button to return to the Search page.
3.4.6.2  Save Search Results COLAs

Follow these steps to save your search results to a .csv file:

1. Follow the steps in Section 3.4.6.1 View Search Results COLAs.
2. Select the Save Search Results To File link above the search results. See Figure 21. The File Download dialog displays.
3. Select the Save button or select the Open button.
   a. If you select the Save button: Save the file when prompted and then select the Open button. The search results display in the associated application (i.e., Microsoft Excel).
      ►Note: It is recommended you select the Save button in the File Download dialog, save the file in the Save As dialog, and then select the Open button in the Download Complete dialog to display the search results file in the associated application faster.
   b. If you select the Open button: The search results display in the associated application (i.e., Microsoft Excel).
      ►Note: Opening the search results directly without saving first may take longer to display the search results in the associated application.
      ►Note: Search results saved are limited to a maximum of 500 items returned from the search.

The following detail from the search results will be included in the file:

- TTB ID
  ►Note: TTB ID values will be enclosed in single quotes (’).
  - Permit No.
  - Serial Number
  - Completed Date
  - Fanciful Name
  - Brand Name
  - Origin
  - Class/Type
3.4.7 COLA Detail

The COLA Detail page allows you to view the details of an approved, expired, surrendered, or revoked COLA. Figure 23 and Figure 24 detail the COLA Detail page.

Figure 23: COLA Detail (Top)
3.4.7.1 View COLA Detail

Follow these steps to view COLA details:

1. Select the **TTB ID** link. The COLA Detail page displays. See Figure 23 and Figure 24.
2. Use the scroll bar to view all the details of the COLA.
3. For e-filed applications, select the **Printable Version** link to view a printable version of an e-filed COLA. See Section 3.5.1 Printable E-filed COLA.

► Note: e-filed COLAs are identified by a “001” in positions 6-8 of the TTB ID.

► Note: Older COLA applications may not have an available printable version. If you want to obtain a copy of the entire COLA, you will need to make a request under FOIA. For more information, go to [http://www.ttb.gov/foia/index.shtml](http://www.ttb.gov/foia/index.shtml). Please include CFM ID/TTB ID number in your request.

4. For paper filed applications, select the **Printable Version** link to view a scanned image of a paper filed COLA. See Section 3.5.2 Printable Paper Filed COLA.
5. Select the **Back** button to return to the search results page.
3.5 PRINTABLE VERSION OF COLA

This section discusses all of the basic information for printing COLAs in the system. This section includes the following information:

- **Printable E-filed COLA** – See Section 3.5.1 Printable E-filed COLA
- **Printable Paper Filed COLA** – See Section 3.5.2 Printable Paper Filed COLA

3.5.1 Printable E-filed COLA

The Printable E-filed COLA page provides you a printable version of an e-filed COLA. Figure 25 and Figure 26 detail the Printable E-file COLA page.

**Figure 25: Printable E-filed COLA (Top)**
3.5.1.1  Print an E-filed COLA

Follow these steps to print an e-filed COLA:

1. Select the TTB ID link. The COLA Detail page displays. See Figure 23 and Figure 24.
2. Select the Printable Version link to view a printable version of an e-filed COLA. See Figure 25 and Figure 26.

► Note: e-filed COLAs are identified by a “001” in positions 6-8 of the TTB ID.

► Note: For existing COLA applications (before COLAs Online 3.5), the “FORMULA/SOP NO.” Field is Block 10 and the “LAB. NO. & DATE / PREIMPORT NO. & DATE” Field is Block 11.

For new COLA applications (COLAs Online 3.5), the “GRAPE VARIETAL(S)” Field is Block 10 and the “FORMULA” field is Block 11. The “FORMULA” field will display the value (if any) for the Company Formula Code or TTB Formula ID and/or the Lab Sample Number and Lab Date.

3. Select the icon from your web browser.
### 3.5.2 Printable Paper Filed COLA

The Printable Paper Filed COLA page provides you a scanned image of a paper filed COLA. Figure 27 details the Printable Paper Filed COLA page.

![Figure 27: Printable Paper Filed COLA](image)
3.5.2.1  Print a Paper Filed COLA

Follow these steps to print a paper filed COLA:

1. Select the TTB ID link. The COLA Detail page displays. See Figure 23 and Figure 24.

2. Select the Printable Version link to view a scanned image of the paper filed COLA. See Figure 27.

3. Select the icon from your web browser.
4 HELP FACILITIES

This section discusses the help facilities provided to users of the Public COLA Registry system.

4.1 FIELD LEVEL TOOL TIPS

Tool tips are small rectangles of text that describes a field. Field level tool tips will be provided in the system when the user pauses with the cursor over any of the system field labels.

4.2 PUBLIC COLA REGISTRY ONLINE HELP

The Public COLA Registry Online Help is available through the Public COLA Registry Manual link in the menu box.

4.3 PUBLIC COLA REGISTRY USER MANUAL

The Public COLA Registry User Manual is available (in PDF format) through the Download Public COLA Registry Manual link in the menu box.

4.4 ALFD CUSTOMER SERVICE

If you need assistance, please contact ALFD Customer Service.

4.5 DEFINITION OF TERMS

The most common Public COLA Registry terms (field names) used and their definitions can be found in Appendix A.
APPENDIX A DEFINITION OF TERMS

This section provides the definitions of common terms used in the Public COLA Registry. Select on a letter below to go to the terms beginning with that letter.

A  │  B  │  C  │  D  │  E  │  F  │  G  │  H  │  I  │  J  │  K  │  L  │  M  │  N  │  O  │  P  │  Q  │  R  │  S  │  T  │  U  │  V  │  W  │  X  │  Y  │  Z

A

Alcohol Content
An accurate statement of the alcohol content must appear on the brand label of all wine and distilled spirits products. This statement is optional for malt beverages, but if shown must be in the correct format.

• Wine Labels – When creating an eApplication please indicate the specific alcohol content or range of alcohol content as it appears on the label. If you are using “table wine” or “light wine” on your label to meet the alcohol content requirement, either indicate the alcohol content of the wine or enter “table” or “light” in this field.

• Malt Beverage Labels - When creating an eApplication please indicate the alcohol content as it appears on the label (if shown). If alcohol content is not shown on the label this field is optional.

• Distilled Spirit Labels - When creating an eApplication please indicate the alcohol content as it appears on the label.

ALFD
Advertising, Labeling and Formulation Division.

Approved
This status indicates a final action regarding a particular application. Applications enter this status when both the application and the labels meet all applicable requirements. At this point an application becomes a Certificate. This status authorizes the Certificate holder to either bottle or remove from Customs custody alcohol beverages that bear labels identical to those shown on the Certificate.

Top

B

Brand Name
This is the name under which a product is sold. If the product is not sold under a brand name, the name of the bottler, packer or importer becomes the brand name.

Top

C

Capacity
This is the actual volume of the container that is required on the COLA for Distinctive Liquor Bottles.

Class/Type
This code indicates the class and or type designation for a product. Each product has been assigned a unique class/type code.

COLA
Certificate of Label Approval.
COLAs Online
Certificate of Label Approval System.

Top

E

e-filed
Electronically filed.

eApplication
An electronically submitted COLAs application.

Expired
While generally “Approved” Certificates never expire, under certain limited conditions Certificates are given an expiration date by TTB at the time of approval. The status of an “Approved” Certificate changes to “Expired” when the expiration date is reached.

Top

F

Fanciful Name
This is a name that may be used in addition to a brand name to further identify a product and is required for malt beverage and distilled spirit specialty products that must be labeled with a statement of composition. It is optional for other products.

Supply the Fanciful Name if one is used on the label.

FAQs
Frequently Asked Questions.

FOIA
Freedom of Information Act.

FONL
Formulas Online.

Formula
Corresponds with Item 11 on 5100.31 - The term "Formula" encompasses formulas, pre-import approval letters, lab analysis, and submissions formerly known as statements of process (SOP). A Formula is a quantitative list of ingredients and a step-by-step method of manufacture for alcohol beverage products (wine, distilled spirits, malt beverage) requiring approval from TTB prior to production or importation as per Industry Circular 2007-4. TTB's Regulatory Authority for such products may also be found at 27 CFR parts 4, 5, 7, 19, 24, 25, and 26. Please visit http://www.ttb.gov/formulation/index.shtml for more information. For any domestic or imported alcohol beverage products that received TTB formula approval prior to January 10, 2011, please manually enter the TTB ID number, or TTB lab number in the Company Formula #/SOP# text box. A copy of the approved formula, or pre-import approval letter must accompany the label application. If formula approval for any domestic or imported alcohol beverage product was obtained after January 10, 2011 please select the TTB Formula ID number (generated by Formulas Online) from the drop-down list of approved formulas. DO NOT submit your COLA application until AFTER you have obtained formula approval, if required.
Grape Varietals
Grape Varietals are the names of the dominant grapes used in the wine. Cabernet Sauvignon, Chardonnay, Zinfandel, and Merlot are examples of grape varieties. A Grape Varietal designation on the label requires an appellation of origin and means that at least 75 percent of the grapes used to make the wine are of that variety, and that entire 75 percent were grown in the labeled appellation (except “Vitis labrusca” grapes, such as Concord, which require at least 51 percent).

I
IM
Industry Member.

N
NRC
National Revenue Center.

O
OCIO
Office of the Chief Information Officer.
OIM
Online Industry Member.

Origin
This code indicates the country (or state for domestic products) of origin for each product. Each country has been assigned a unique origin code. Enter the origin code if you know it, or use the lookup feature to find it.

P
PCR
Public COLA Registry.

Permit Name
The operating name and/or owner name associated with a Plant Registry/Basic Permit/Brewer's Number.

PIA
Privacy Impact Assessment.
Plant Registry/Basic Permit/Brewer’s No.
This is a unique number that is assigned by TTB to each business location. Examples include BW-NY-123, DSP-KY-89, BR-WI-ABC-567 or VA-I-456.
When submitting an eApplication, please select the location(s) where this product will be bottled/imported. You may only file eApplication(s) for locations that appear in your “My Profile” section of COLAs Online. Proprietors of domestic Distilled Spirits Plants and Breweries may obtain one COLA to cover multiple business locations if: the principle place of business is shown in the mandatory name and address statement on the label(s) AND the same label will be used for products bottled at each location.
A COLA must be obtained for each location where a domestic wine is actually bottled (i.e., one COLA may not cover multiple locations).
Beverage alcohol Importers may not use one COLA to cover multiple locations.
When searching from the COLAs Online search screen, you may only search for COLAs filed by the companies that appear in your “My Profile” section of COLAs Online. Either select one number, or you may select “any” if you are registered to file COLAs on behalf of multiple entities.

Product Class/Type
This code indicates the class and or type designation for a product. Each product has been assigned a unique class/type code. Enter the class/type code if you know it, or use the lookup feature to find it.

Product Name
You may search for COLAs by “Brand Name” OR “Fanciful Name” OR both if you select “Either.”
The Brand Name is the name under which a product is sold. If the product is not sold under a brand name, the name of the bottler, packer or importer becomes the brand name.
The Fanciful Name is a name that may used in addition to a brand name to further identify a product and is required for malt beverage and distilled spirit specialty products that must be labeled with a statement of composition. It is optional for other products.

Received Code
A three digit code number at the sixth, seventh and eighth positions within the TTB ID number that indicates how a label application was received. For instance, if the application was received electronically then the TTB ID # would contain the received code "001" at the sixth, seventh and eighth positions. Other receive codes used are "000" for hand delivered applications, "002" indicates that the application was received by regular USPS mail and "003" indicates that the application was received by an overnight delivery service such as UPS or FEDEX.

Revoked
“Approved” Certificates will change to this status when TTB rescinds approval because either the labeling laws or regulations have changed rendering the Certificate invalid or the Certificate was approved by TTB in error.

Serial Number
This is a unique, sequential number assigned by the COLA holder. The first two digits reflect the calendar year the application was created. The remaining digits may be a combination of letters and numbers but may not exceed four characters in length.
When creating an eApplication you must assign a sequential and unique number to each application. COLAs Online automatically assigns the first two characters, which represent the current calendar year.
Sulfite Analysis

Any standard wine label that does not contain a sulfite declaration or contains a Sulfite-Free declaration must be submitted to either a TTB laboratory or a TTB-certified laboratory for analysis. The results of this analysis must be included with the COLA.

Surrendered

“Approved” Certificates will change to this status when the Certificate holder voluntarily communicates to TTB that they no longer need the Certificate. Generally “Approved” Certificates do not expire, however, TTB encourages all industry members to surrender obsolete Certificates either by written communication for paper filed applications or electronically if applications were e-filed.

TTB ID

This is a unique, 14 digit number assigned by TTB to track each COLA. The first 5 digits represent the calendar year and Julian date the application was received by TTB. The next 3 digits tell how the application was received (001 = e-filed; 002 & 003 = mailed/overnight; 000 = hand delivered). The last 6 digits is a sequential number that resets for each day and for each received code.

Type of Application

A Certificate of Label Approval authorizes a product to be sold in interstate commerce and must be obtained BEFORE a domestic product is bottled or BEFORE an imported product is removed from Customs’ custody. A Certificate of Exemption authorizes a product to be sold in the state where it was bottled and must be obtained BEFORE a product is bottled.

When completing an eApplication, select Certificate of Label Approval if this alcohol beverage will be sold within the state where the bottler is located and/or in interstate commerce (i.e., in states other than where the bottler is located).

When completing an eApplication, select Certificate of Exemption from Label Approval if you will only sell this alcohol beverage intrastate (i.e., only within the state where the bottler is located), and you wish to be exempted from the labeling requirements of the Federal Alcohol Administration Act.

Products approved under a Certificate of Exemption MUST be labeled “For sale in (state where bottling takes place) only.”

► Note: TTB does not issue Certificates of Exemption for Malt Beverages or for products imported in bottles.

Type of Product

Select either Wine, Distilled Spirit or Malt Beverage.

If you are unsure of the classification of a product, please contact the Alcohol Labeling & Formulation Division Customer Service Team at 1-866-927-ALFD or by e-mail at alfd@ttb.gov.

► Note: Sake is classified as wine for labeling purposes.

Type of Submission

If Distinctive Liquor Bottle is selected, enter the total bottle capacity before closure.
V

Vendor Code
This code was used in the past to identify organizations who were submitting COLAs. The Vendor Code is no longer in use, but may be used to search for certain historical COLA records. Plant Registry/Basic Permit/Brewer's No. is used to identify the business locations for which the COLA applications are filed.

Vendor Name
No longer in use. See "Vendor Code" for details.
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