



# Formulas Online

## [Printing Sample ID Sheets](#)

Not every submission requires a sample. When a sample is required, however, you may enter a sample sent date and print a sample ID sheet.

Follow these steps to print a sample ID sheet:

1. Enter the Sample Sent date following the steps in [Entering Sample Sent Date](#).
2. Select the checkbox next to the [Sample ID](#) for each sample you wish to send.

► **Note:** Select the top-level checkbox to select all the samples. Deselect the ones you do not wish to send or have already sent.

3. Select **Print Sample ID Sheet** from the For Selected Samples drop-down list. See Figure 1.

**Figure 1: Printing Sample ID Sheets – Samples Tab with Print Sample ID Sheet Sent Selected**

**Uniform**

Main Formula **Samples** Company Comments Docs/Links \* Unauthorized Users

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

Submission ID: 1334492 TTB Formula ID: 1269504 Date Submitted: 04-24-2015 07:42 AM  
Status: Items Pending

**Sample Detail**

For Selected Samples:

<input checked="" type="checkbox"/>	SAMPLE ID	LIMS ID	QUANTITY	UNIT	% FILL	DESCRIPTION OF CONTENTS	DATE SENT	DATE RECEIVED
<input checked="" type="checkbox"/>	<a href="#">1001832</a>		1.0	liter		POM Sample	04/28/2015	

4. Select the **Go** button. The printable sample ID sheet displays. See Figure 2.

## Printing Sample ID Sheets

**Figure 2: Printing Sample ID Sheets – Printable Sample ID Sheet**

Print this page

**TTBONLINE.GOV**  
ALCOHOL AND TOBACCO TAX AND TRADE BUREAU  
U.S. DEPARTMENT OF THE TREASURY



<i>Submission ID:</i> 1334492	<i>Submission Type:</i> Uniform
<i>Sample ID:</i> 1001832	<i>Sample Content:</i> POM Sample
<i>Purpose of Analysis:</i>	<i>Product / Fanciful Name:</i> POM Imitation Wine
<i>Submitted By:</i> Jane Smith	<i>Submission Date:</i> 04-24-2015 07:42 AM

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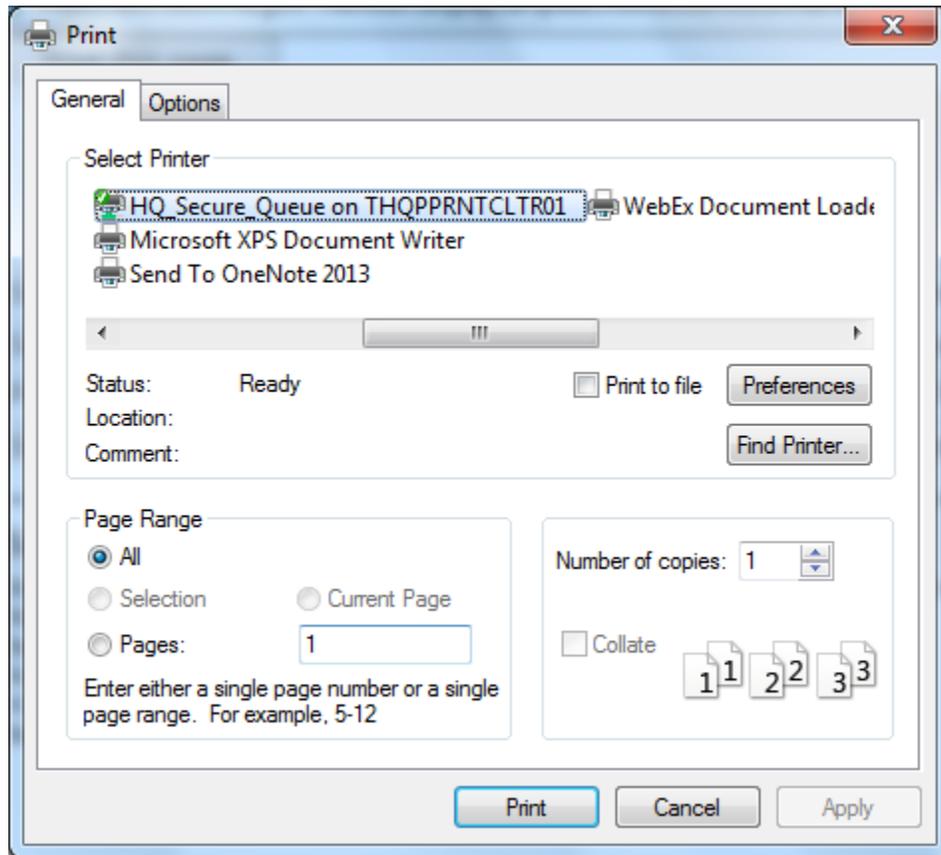
**Sample Mailing Instructions:**  
Attach the correct Sample ID Sheet to each sample and send to:  
National Laboratory Center  
Beverage Alcohol Laboratory  
Attn: Uniform  
6000 Amundale Road  
Beltsville, MD 20705

► **Note:** If you generate this label prior to saving, the application indicates a null value for your sample ID.

5. Select the **Print this page** button. The Print dialog displays. See Figure 3.

## Printing Sample ID Sheets

**Figure 3: Printing Sample ID Sheets – Print Dialog**



6. Select the **Print** button. The printable version of the sample ID sheet is sent to the selected printer and printed.
7. Select the  in the upper right corner of the printable version of the sample ID sheet to close the page.
8. Attach the sample ID sheet to your sample shipment and ship the samples as directed.