



COLAs Online

What's New in COLAs Online 4.5 (Industry Members)

The following system updates and new functionalities are included in Version 4.5 of the COLAs Online system:

- **Qualification indicator added** – An icon  appears next to approved applications in your inbox that contain certain notices or conditions under which the labels may be used. Industry Members are advised to carefully read the qualifications prior to using their labels. The flag will also display in the application details page once the user clicks on the TTB ID, but it will not appear on the printable version of your COLA.

My inbox screen

COLAs Online
ALCOHOL AND TOBACCO TAX AND TRADE BUREAU

TTB F 5100.31: Application For and Certification/
Exemption of Label/Bottle Approval

Welcome, [redacted] to the Electronic Version of Form TTB 5100.31 Application For And Certification/Exemption Of Label/Bottle Approval. With this tool, you can view status of applications you've submitted previously or you can create and submit new COLA applications.

Check the most recent processing times for [label applications](#).

My eApplications

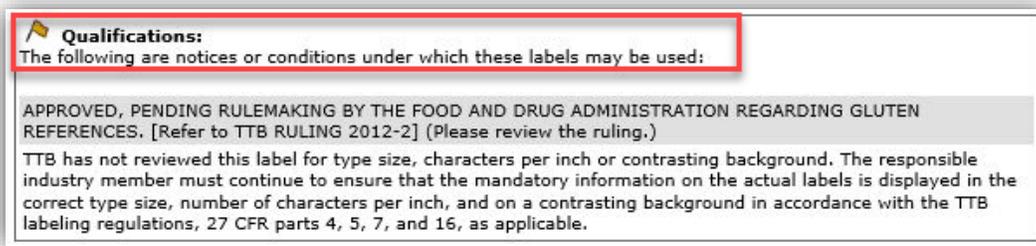
This list is limited to your most recent 300 eApplications.
Please use [Search for eApplications](#) link above to find applications not listed here.

 = Approved with qualifications (notices or conditions under which the labels may be used).
Open the record for details.

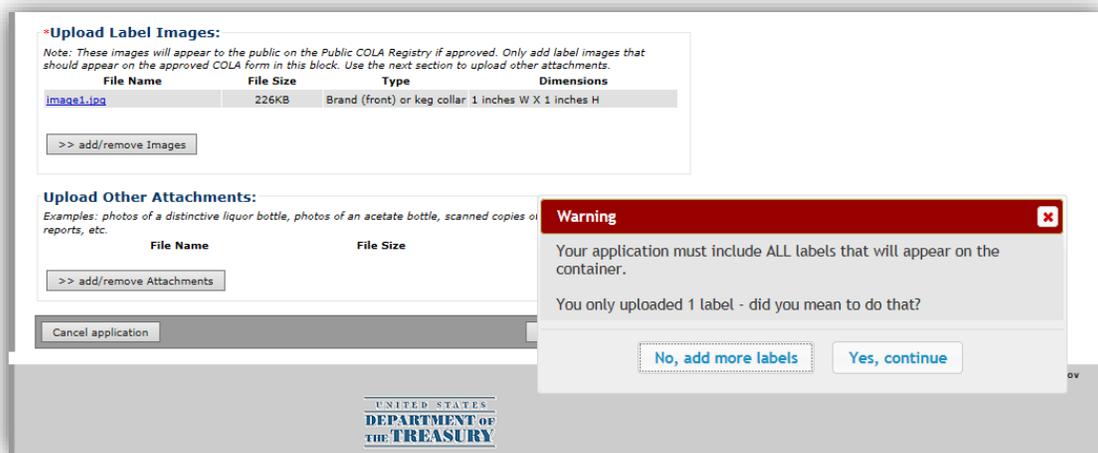
[Export all Applications](#) [Printable Version](#)

TTB ID	Permit No.	Brand Name	Fanciful Name	Serial No.	Status Date	Status
[redacted]	[redacted]	[redacted]	[redacted]	18DGSS	09/21/2018	RECEIVED
[redacted]	[redacted]	[redacted]	[redacted]	1813TY	09/21/2018	RECEIVED
[redacted]	[redacted]	[redacted]	[redacted]	18ER56	09/17/2018	APPROVED 
[redacted]	[redacted]	[redacted]	[redacted]	17SVEV	09/13/2018	REJECTED
[redacted]	[redacted]	[redacted]	[redacted]	18WTR3	09/13/2018	REJECTED
[redacted]	[redacted]	[redacted]	[redacted]	18WTR3	09/13/2018	REJECTED

Application detail screen



- **Confirmation when attaching a single label** – When Industry Members complete the image upload stage with only one image uploaded, a pop-up window will display, asking for confirmation. The user will then have a choice to move forward or proceed to upload more labels.



- **New comma validation is added for label dimension fields** – A new error message will display when Industry Members enter a comma as a decimal separator in the label dimensions fields. Users may not proceed until they correct their dimensions using the accepted decimal indicator.

*** Step 3: Specify the Actual Dimensions of the Printed Label**
 This is the size of the actual printed label, which may be different than the image size. Only the image should be uploaded, if label is scanned you will need to crop the image before uploading to remove unwanted "white space" surrounding image

width inches height inches

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Upload Label Images

**fields are required*

Information / Error Messages:

- Commas are not permitted in the Height and Width fields. Use a period separator instead (for example, "1.25" to indicate one and one quarter inches).

- Export all applications feature** – Industry Members may now download all the applications pertaining to their permit to a comma delimited file, from their inbox screen, regardless of date and status of the applications. This feature is intended to provide a quicker option for Industry Members to see all the applications submitted under the permit(s) they have access to. Existing data privacy rules apply (ex. for Representatives).

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My eApplications

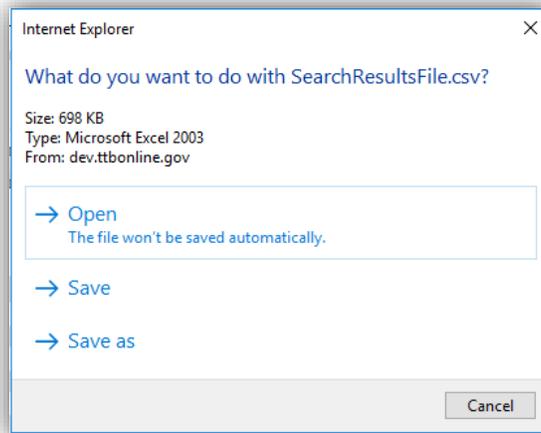
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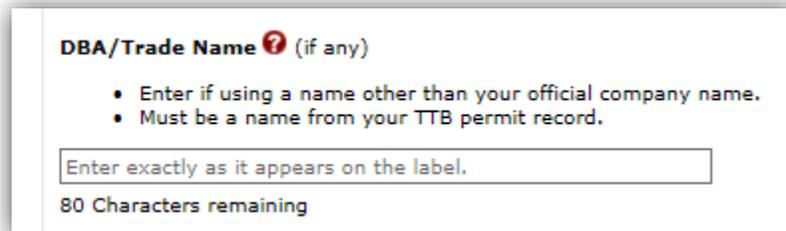
[Printable Version](#)

TTB ID	Permit No.	Brand Name	Fanciful Name	Serial No.	Status Date	Status
[redacted]	[redacted]	TEST DSP		18ER56	09/17/2018	APPROVED <input checked="" type="checkbox"/>
[redacted]	[redacted]	TEST 6		17SVEV	09/13/2018	REJECTED
[redacted]	[redacted]	WERT3WT		18WTR3	09/13/2018	REJECTED
[redacted]	[redacted]	TEST		18DHGE	09/13/2018	REJECTED

A generic Internet Explorer dialog box will provide options for handling the results.



- **Enhanced field help/guidance for DBA/Trade Name, Brand Name and Fanciful Name** –The help/guidance for the DBA/Trade Name, Brand Name and in Fanciful Name sections in Step 2 of the COLA application have been redesigned to provide clearer and better information. Ex. DBA/Trade Name help/guidance.



- **Mandatory Label information checklist added to upload image screen** – Industry Members may now see a list of mandatory label information, along with useful links, in the image upload screen of the COLA application. A pop-up window titled "Mandatory Label Information Checklist" will open on the right side of the screen once users click add/remove images in Step 3 of the COLA application. The content of the pop-up display is based on the commodity type selected in Step 1 of the application.

Ex. Wine Application checklist

Are Your Wine Labels in Compliance?

Wine sold in interstate commerce must comply with labeling requirements in [27 CFR part 4](#) and [27 CFR part 16](#). Here is the commonly required information:

Information that must appear on the BRAND label:

- **Brand name** [27 CFR 4.33](#) - Must match brand name entered on this application.
- **Class & Type** [27 CFR 4.34](#) & [27 CFR 4.21](#) - Must be consistent across labels and with any labeling guidance received during formula approval.
- **Percentage of Foreign Wine** [27 CFR 4.32 \(a\)\(4\)](#) - Required only if reference is made to the presence of foreign wine for American/foreign blends.
- **Appellation of Origin** [27 CFR 4.25](#)
 - Required only if label(s) contain a grape varietal, vintage date, or semi-generic designation, or wine is estate bottled.
 - Must be consistent across labels and match appellation(s) entered on this application.

Information that must appear on ANY label:

- **Alcohol content** [27 CFR 4.36](#)
- **Net contents** [27 CFR 4.37](#) - Approved metric standards of fill only.
- **Name and address** [27 CFR 4.35](#) - Must be a name (company or DBA/trade) from your TTB permit record.
- **Declaration of sulfites** [27 CFR 4.32\(e\)](#) - Required if used at concentrations of 10 ppm or more.
- **Declaration of colors** [27 CFR 4.32\(c\)&\(d\)](#) - Required if using cochineal extract, carmine, FD&C Yellow No. 5.
- **Country of origin** [19 CFR part 134](#) - Required for imports.
- **Health warning statement** [27 CFR part 16](#) - Must appear as a single statement using this exact wording:

GOVERNMENT WARNING: (1) According to the Surgeon General, women should not drink alcoholic beverages during pregnancy because of the risk of birth defects. (2) Consumption of alcoholic beverages impairs your ability to drive a car or operate machinery, and may cause health problems.

More Information

- [Beverage Alcohol Manual](#) (BAM): A Practical Guide to Basic Mandatory Labeling Information for Wine
- [Prohibited labeling practices](#) 27 CFR 4.39