Welcome to the Formulas Online Webinar
Formulas Online Webinar

• Please mute your phones or hit #6 to mute your teleconference line

• If you have a question during the presentation...
  – Use the chat feature

• Questions will be answered during the Q&A session (if time allows)
Formulas Online: Dietary Supplements

Rachel Sanderoff
Chemist, Nonbeverage Products Laboratory
Formulas Online

- Getting Started
- Registration
- Submitting Formulas
  - Drawback
  - Samples
  - Needs Correction
  - Action Bar
- “Other” Process Type
- Notify
- Searching
  - Simple and Advanced
- Common Errors and FAQs
- Paper Submissions
- Fitness Determination
- Q&A
Getting Started
The First Steps

- Browser Compatibility
- Pop-Ups
Welcome to TTB Online

Publicly available services:

- To view publicly available information about COLAs (both those filed via paper form and online), you may visit the [Public COLA Registry](https://ttbonline.gov).
- View the TTB Online [Frequently Asked Questions (FAQ)](https://ttbonline.gov) page on the TTB Internet site.

Services requiring registration and login:

- [User Name: ]
- [Password: ]
- Logon to: [COLAs Online](https://ttbonline.gov)  [Formulas Online](https://ttbonline.gov)

You may expect an average turnaround time of approximately 30 days for label applications and 45 days for formula applications. Please plan accordingly.

Login at any time to check the status of [label applications](https://ttbonline.gov) and/or [formula applications](https://ttbonline.gov).

[Register for TTB Online](https://ttbonline.gov)  Need help on [how to register](https://ttbonline.gov)?

[Need Help Logging On and Using TTB Online](https://ttbonline.gov)?

[Privacy Policy](https://ttbonline.gov)  [Privacy Impact Assessment](https://ttbonline.gov)
Browser Compatibility

- FONL is now compatible with most browsers!
  - If you are having trouble using Internet Explorer, you may have to enable ‘Compatibility View’
How to enable Compatibility View...

1. Open Internet Explorer.
2. Click on the 'Tools' button in the top menu.
3. Select 'Compatibility View' from the drop-down menu.
Pop-Ups

- Turn off all pop-up blockers!
  - FONL utilizes pop-up windows for most functions.
Registration
Welcome to TTB Online

Publicly available services:

- To view publicly available information about COLAs (both those filed via paper form and online), you may visit the Public COLA Registry.
- View the TTB Online Frequently Asked Questions (FAQ) page on the TTB Internet site.

Services requiring registration and logon:

User Name: [ ] Expired password?
Password: [ ] New or forgotten password?

Logon to: [ ] COLAs Online [ ] Formulas Online

You may expect an average turnaround time of approximately 30 days for label applications and 45 days for formula applications. Please plan accordingly.

Login at any time to check the status of label applications and/or formula applications.

Register for TTB Online. Need help on how to register?

Need Help Logging On and Using TTB Online?

Privacy Policy  Privacy Impact Assessment

While the Alcohol and Tobacco Tax and Trade Bureau (TTB) makes every effort to provide complete information, data such as company names, addresses, permit numbers, and other data provided in the registry may change over time. TTB makes no warranty, expressed or implied, and assumes no legal liability or responsibility as to the currency, reliability or completeness of furnished data. TTB welcomes suggestions on how to improve our Public COLA Registry. Please contact us via email at alf@ttb.gov.
Enter in all required information.

* Indicates a required field

Click ‘Next’ button
Must click ‘Add’ button to add company information.
Enter in all required information.

* Indicates a required field
Click ‘Upload’ button

Use links provided to download an electronic form

Use Docs/Links Tab to upload a Power of Attorney or Signature Authority Form
Attachment

Uploaded File Information

* Description:

* Type:
  -- Select Type --

* File:
  -- Select Type --
  Other
  Power of Attorney
  Signing Authority

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
User Registration

Thank You. Your application has been successfully submitted. Please allow up to 30 days for processing. You will be contacted by e-mail when a determination has been reached or if additional information is needed.

When referring to this application, please use the following submission ID: 1001743. You should keep a record of this submission ID for tracking purposes.

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.

If you have questions about your registration, provide the Submission ID # given to you when you submitted your registration.
Submitting Formulas
### Formula and Process for Domestic and Imported Alcohol Beverages
- **Formula and Process for Nonbeverage Product**

Records 1 - 2 of 2 (Total Matching Records: 2) (Page 1 of 1)

<table>
<thead>
<tr>
<th>Submission ID</th>
<th>Submission Type</th>
<th>Paper</th>
<th>Submission Status</th>
<th>Submission Date</th>
<th>Entered By</th>
<th>Submitter</th>
</tr>
</thead>
</table>

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.
Superseding Existing Formula

Requires:
FONL ID#s (if known)
or
Co. Code and TTB # (does not have to be in FONL system)

Choose ‘Create New Formula’ or
‘Supersede Existing Formula’

Fill in Company Code
TABS appear on the display of a submission. The content of the submission is organized into specific sections.
Company Tab:
Company Information
- Mailing Addresses
- Manufacturing Addresses
- Contact Information

The Company address associated with the company code will automatically prepopulate.
Formula and Process for Nonbeverage Product

**Main Tab:**
- Basic information
  - TTB #
  - Product Name
  - Product Type

**Company Formula #**

- **Product Name**
- **Product Type**
**Formula and Process for Nonbeverage Product**

- **Measurements Used**: English or Metric – all weight and volume values based on unit selected.

- **Process Type**: Important for calculations of eligible and total alcohol.

- **Density**: For calculating yield volumes.

- **Yields**:
  - *Actual (w)* – entered by submitter
  - *Theoretical (w)* – calculated based on weight of all ingredients
  - *Volumes* – calculated based on density

---

### Summary

**Measurements Used**
- English or Metric

**Process Type**
- Simple Mixture
- Filtration
- Washed Extracts
- Other

**Density**
- Weight (lb)
- Volume (gal)

**Yields**
- Actual (w)
- Theoretical (w)
- Volumes
Once Dietary Supplement is chosen as a Product Type on the Main Tab...

The only choice for Process Type on the Formula Tab will be ‘Dietary Supplement.’
**Summary**

Product Name:

* Measurements Used:
  * Process Types:

Eligible Absolute Alcohol Used:
Alcohol Content of Finished Product:
Eligible Plus Recovered Spirits:

Is calculated alcohol content of finished product not the same as declared alcohol content?

* Density of Finished Product:

Number of Days to Complete Process:

Theoretical Yield:
Actual Yield:

**Alcoholic Beverage Use**

Is finished product to be used in alcoholic beverages?

**Dietary Supplement Components**

Does product contain herbs?
Does product contain liquids?

**Additional Details**

Unfit for Beverage Statement:

Taste Panel Results:

Formula Information and Process:
Checking the box opens the section and allows for more information to be entered.

<table>
<thead>
<tr>
<th>INGREDIENT</th>
<th>WEIGHT (LB)</th>
<th>MOISTURE (%)</th>
<th>ADDITIONAL INFORMATION</th>
</tr>
</thead>
</table>

- Does product contain herbs?
- Does product contain liquids?
Clicking ‘Add’ button displays a pop-up window for ingredients.
### Dietary Supplement - Herbs

<table>
<thead>
<tr>
<th>Ingredient</th>
<th>Weight (LB)</th>
<th>Moisture (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Herb</td>
<td>15</td>
<td>19.5</td>
</tr>
</tbody>
</table>

**Additional Information:**

250 characters left

---

### Dietary Supplement Components

- **Does product contain herbs?**
  - Yes

<table>
<thead>
<tr>
<th>INGREDIENT</th>
<th>WEIGHT (LB)</th>
<th>MOISTURE (%)</th>
<th>ADDITIONAL INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Herb</td>
<td>15</td>
<td>19.5</td>
<td></td>
</tr>
</tbody>
</table>

- **Does product contain liquids?**
  - No
Checking the box opens the section and allows for more information to be entered.

<table>
<thead>
<tr>
<th>INGREDIENT</th>
<th>WEIGHT (LB)</th>
<th>VOLUME (GAL)</th>
<th>ELIGIBLE ALCOHOL (%)</th>
<th>TOTAL ALCOHOL (%)</th>
<th>ADDITIONAL INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Indicates a required field
### Ingredient

**Dietary Supplement - Liquids**

- **Ingredient:** Alcohol 190 Proof
- **Weight (LB):** 60
- **Volume (GAL):** 8.83
- **Eligible Alcohol (%):** 95
- **Total Alcohol (%):** 95

**Additional Information:**

250 characters left

---

**Does product contain liquids?**

<table>
<thead>
<tr>
<th>LIQUIDS</th>
<th>WEIGHT (LB)</th>
<th>VOLUME (GAL)</th>
<th>ELIGIBLE ALCOHOL (%)</th>
<th>TOTAL ALCOHOL (%)</th>
<th>ADDITIONAL INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcohol 190 Proof</td>
<td>60</td>
<td>8.83</td>
<td>95</td>
<td>95</td>
<td></td>
</tr>
<tr>
<td>Water</td>
<td>25</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

**Add**  **Delete**
### Dietary Supplement Components

**Does product contain herbs?**

<table>
<thead>
<tr>
<th>INGREDIENT</th>
<th>WEIGHT (LB)</th>
<th>MOISTURE (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Herb</td>
<td>15</td>
<td>19.5</td>
</tr>
</tbody>
</table>

**Does product contain liquids?**

<table>
<thead>
<tr>
<th>INGREDIENT</th>
<th>WEIGHT (LB)</th>
<th>VOLUME (GAL)</th>
<th>ELIGIBLE ALCOHOL (%)</th>
<th>TOTAL ALCOHOL (%)</th>
<th>ADDITIONAL INFORMATION</th>
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<tr>
<td>Alcohol 190 Proof</td>
<td>60</td>
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<td>95</td>
<td></td>
</tr>
<tr>
<td>Water</td>
<td>25</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Eligible Alcohol</td>
<td>Total Alcohol and Tolerance</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>------------------</td>
<td>-----------------------------</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>* Measurements Used:</td>
<td>* Process Type:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>* Product Name:</td>
<td>* English Metric:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eligible Absolute Alcohol Used:</td>
<td>Dietary Supplement</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alcohol Content of Finished Product:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eligible Plus Recovered Spirits:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Theoretical Yield (weight and volume)**

<table>
<thead>
<tr>
<th>Low</th>
<th>High</th>
</tr>
</thead>
<tbody>
<tr>
<td>73.778</td>
<td>81.648</td>
</tr>
</tbody>
</table>

**Actual Yield (volume)**

<table>
<thead>
<tr>
<th>Low</th>
<th>High</th>
</tr>
</thead>
<tbody>
<tr>
<td>68.864</td>
<td>75</td>
</tr>
</tbody>
</table>

All calculations are completed automatically!
Different value for the Alcohol Content of the Finished Product
<table>
<thead>
<tr>
<th>Eligible Absolute Alcohol Used:</th>
<th>% v/v</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcohol Content of Finished Product:</td>
<td>% v/v</td>
</tr>
<tr>
<td>Eligible Plus Recovered Spirits:</td>
<td>% v/v</td>
</tr>
</tbody>
</table>

- Is calculated alcohol content of finished product not the same as declared alcohol content?

If checked, enter:
- Alcohol Content of Finished Product (Declared): [Blank]
- Reason for Difference: [Blank]

The value, units, tolerance, and the reason for the difference can be entered.
Additional Details:
- Unfit for Beverage Use Statement
- Taste Panel Results
- Formula Information and Process
Formula and Process for Nonbeverage Product

Docs/Links Tab:
- Upload files
  - Spec sheets
  - FIDs
  - Etc...
- Link FONL submissions
  - Reference purposes
Browse for the file on your computer and upload it to the submission.
Comments Tab:
- Comments can be added by submitter and TTB at any time.
Formula and Process for Alcohol Beverages

Comments Detail

Comment

* Comments:

2000 characters left

[Formulas Online]

[TTB]

[ALCOHOL AND TOBACCO TAX AND TRADE BUREAU]

[U.S. Department of the Treasury]
Sample will be forwarded by 7/29/11
Save as Draft:
Saves the incomplete submission to be completed later. Does not check for errors.

Validate:
Checks for errors.

Cancel:
 Cancels and deletes the formula.

Submit:
Validates and submits to TTB.

NOTE: The formula cannot be edited once submitted!
Once Submitted...

Formula and Process for Nonbeverage Product

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: 1318860.

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.

When referring to this submission, please use the following submission ID: 1318860.
Email received after formula is submitted.

From: ttb.fonl@ttb.gov
Sent: Friday, April 22, 2011 2:31 PM
To: Sanderoff, Rachel K.
Subject: Submitter: Your Submission has been received

Dear Submitter: Your Submission ID 1001631 has been received by the TTB Formulas Online system. You will be notified when analysis has been completed or if additional information is needed.

If you identified one or more physical samples being sent to the TTB laboratory, please follow the sample mailing instructions that were provided to you when you made the submission. To view the mailing instructions again, please select the link at the end of this message to logon to Formulas Online. After you have logged on, select the submission displayed on the My Submissions page, select the Samples tab, select the Sample(s), and select 'Print Sample ID Sheet' option.

You may also view the submission at any time.

Thank You for using Formulas Online!

https://test.ttbonline.gov/formulasonline/TTBOnlinePortal.jsp
Submitting Formulas Samples
### Samples Tab:

* Used only if a sample is needed

- Enter sample information

---

**Formula and Process for Nonbeverage Product**

**Sample Detail**

<table>
<thead>
<tr>
<th>SAMPLE ID</th>
<th>LIMS ID</th>
<th>QUANTITY</th>
<th>UNIT</th>
<th>% FILL</th>
<th>DESCRIPTION OF CONTENTS</th>
<th>DATE SENT</th>
<th>DATE RECEIVED</th>
</tr>
</thead>
</table>

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 28 U.S.C. 5103, and must not be disclosed to any unauthorized party under 28 U.S.C. 7213.
Formula and Process for Nonbeverage Product

<table>
<thead>
<tr>
<th>Sample ID</th>
<th>LIMS ID</th>
</tr>
</thead>
</table>

Sample Information

- Sample ID:
- Quantity: [ ]
- Unit of Measure: [ ]
- % Fill: [ ]
- Description: [250 characters left]
- Date Sent: [ ]
Will say pending until the formula is submitted.

Date Received is completed by lab
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: 1318860.

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.

Submission Confirmation screen reminds you to go back to the Samples Tab.
Back to the Samples tab…
Check the box next to the Sample ID # and use the drop down and click ‘Go’ to print a Sample ID sheet.
**The formula will not be processed until the sample is received.**

MUST BE MAILED WITH THE SAMPLE!

Contains ID numbers to connect the sample with the submission.
Email received after sample is received by the lab.

From: ttb.foni@ttb.gov
Sent: Monday, April 25, 2011 9:55 PM
To: Sanderoff, Rachel K.
Subject: Submitter: All of the samples that accompany your recent submission have been received at our labs.

Dear Submitter: All samples for your Submission ID 1001631 have been received by the TTB Formulas Online system. There is no additional action needed by you. You will be notified when analysis has been completed or if additional information is needed. You may view the submission at any time by selecting the link at the end of this message to logon to Formulas Online, then selecting the submission ID displayed on the My Submissions page. Thank You!

https://test.ttbonline.gov/formulasonline/TTBOnlinePortal.jsp
Submitting Formulas

Needs Correction
If the submission is returned for correction, you will receive an email notification.

From: ttb.fonl@ttb.gov  
Sent: Monday, April 25, 2011 10:57 AM  
To: Sanderoff, Rachel K.  
Subject: Submitter: Submission has been returned for correction

Dear Submitter: A submission you made to the TTB Formulas Online system needs correction before analysis can continue. Please select the link at the end of this message to logon to Formulas Online. After you have logged on, select Submission ID 1001631 displayed on the My Submissions page, and select the Return tab to view the corrections needed.

Please make the requested corrections and Submit. If a new or replacement physical sample is requested in the Return reasons, please add the new or replacement sample on the Sample tab before submitting. You will be notified when analysis has been completed or if additional corrections are needed. Thank You!

https://test.ttbonline.gov/formulasonline/TTBOnlinePortal.jsp
Return Tab:
- Only visible if the submission is returned for correction
- Contains reason and description of error(s)

<table>
<thead>
<tr>
<th>Needs Correction Reason</th>
<th>Reason Description</th>
<th>Additional Description</th>
<th>Resolved?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Error In Field</td>
<td>There is an error in the following field. Please refer to the Drawback tutorial for more information.</td>
<td>Provide the predominant ingredient(s) for the Natural Esters grouping.</td>
<td>☐</td>
</tr>
</tbody>
</table>
The lab will check the 'Resolved?' check box after the formula is resubmitted.

Needs Correction Status
The formula can be edited and resubmitted to TTB.

The Return tab and reasons for the return will remain with the submission even after the error is corrected and final action is taken.
Submitting Formulas

Action Bar Items
**Action Bar:**
- Available actions depend on the status of the submission

**Copy as New:**
Create a new submission by copying the formula.

**Print:**
Print entire submission or specific tabs.

**Comment:**
Displays the Comment pop-up window to add a comment to the submission.

**Notify:**
Displays the Create E-Mail pop-up window. Allows user to send TTB staff an email.

**Withdraw:**
Can withdraw an in-process submission and cancel it permanently.
“Other” Process Type
“Other” Process Type

• At this time, Dietary Supplement is the only process type available.
  – Only works for simple herbal extracts.
• In the future, there will be an ‘Other’ process type which will allow you to submit more complex formulas.
  – System will not do calculations!
• For now, send more complex formulas by paper.
Notify
Notify Function

- The Notify function allows a user to send an email through the FONL system.
- Email can be sent to TTB staff.
  - Ex: chemist assigned to a formula.
- Messages can be sent while the formula is in the *In Process, Needs Correction*, or *Closed* status.
Paper Submission

Submission ID: 1001631
TTB Formula ID: 1000721
Date Submitted: 04-22-2011 10:30 AM
Status: In Process

* Creative Flavor:
  * Product Name: Raspberry Flavor WONF
  * Product Type: Flavor/Flavoring Extract

* Kind of Spirits On Which Drawback Will Be Claimed: Alcohol 190 Proof and Disapproved #12

Contacts

<table>
<thead>
<tr>
<th>Address Type</th>
<th>Name</th>
<th>Telephone</th>
<th>E-mail Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Rachel Sanderoff</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Entered by: Rachel Sanderoff
Created Date: 04-22-2011 09:32 AM
Submitted by: Rachel Sanderoff
Notify E-Mail pop-up:
Click on “To” to display contact list.

Contact List:
- NPL Chief
- NPL LIE
- NPL QA Reviewer

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After message is sent, a copy of the email message is added to the Comments Tab.
My Submissions

Simple Search
Search by:
- Submission ID #
- Sample ID #
- Formula ID #
My Submissions

Advance Search
Many more search options
More specific search options are available when a ‘Submission Name’ is selected.

Can only search for your company’s submissions.
Common Errors and Frequently Asked Questions
Common Errors

• Alcohol Content
  – Liquid Ingredients - Eligibile % vs Total %
• Moisture Content
• Theoretical and Actual Yield
Common Errors

• Liquid Ingredients
  – Eligible % vs Total Alcohol %
Common Errors

• Moisture content of herbs
  – Entered as a percent (not a decimal)
  – If herb is dry, this value should be 0
**Common Errors**

- **Theoretical Yield**
  - Calculates automatically
  - **Weight**
    - Sum of all ingredients added
  - **Volume**
    - Calculates based on density entered
  - Missing ingredients will cause the theoretical yield and total alcohol content to calculate incorrectly
Common Errors

• Actual Yield
  – Weight
    • Entered by submitter
  – Volume
    • Calculated based on density entered

• Should not be higher than the theoretical yield.

• If not entered, alcohol calculations will not be done.
Frequently Asked Questions

• Workflow and Status

• Submission ID # vs. Formula ID #

• Needs Correction vs. Superseded

• FONL Help
What does ___________ Status mean?

- **Items Pending**
  - Sample information entered on Sample Tab, but sample not yet received by the lab.

- **In Process**
  - The submission has been submitted and is being evaluated by TTB.

- **Needs Correction**
  - The submission is returned to the submitter. It can be edited and re-submitted.

- **Closed**
  - The submission is complete. Cannot be edited.
Submission ID # vs. Formula ID #

• **Submission ID #**
  – Unique identifier on each submission
  – Given when the submission is created

• **Formula ID #**
  – Unique identifier for a formula for which a company has provided submissions
  – Formula can have multiple submission ID#s

• **Example:**
  – Approved formula resubmitted with yield changes
    • Same Formula ID #
    • Different Submission ID #
Needs Correction vs. Supersedes

• **Needs Correction**
  – FONL status
  – Formula has been reviewed by TTB but cannot be approved as submitted
  – Formula can be edited and resubmitted

• **Supersedes**
  – Overwrites previous submission
    • Changes to an already approved/disapproved/no action formula
      – Except when new TTB# is required
Frequently Asked Questions

• Help files
Clicking on the question mark will bring up the help files specific to that subject.

Clicking on the ‘Help’ link in the menu brings up a pop-up to open a user manual.

Hovering your cursor over certain fields will pop-up a help tip.

Select Help Option
- Online Industry Member User Manual
- Download Online Industry Member User Manual

Disposition:
- Approved
- Approved for Export Only
- Disapproved (Domestic)
Paper Submissions
**Paper Submissions**

- Electronic and paper submissions are processed through FONL
  - If the submitter is in the system...
    - Emailed notifications of submission disposition or needs correction status
    - Will not receive a mail copy
  - If the submitter is not in the system...
    - No longer receive a stamped formula
      - Mailed a copy of the FONL Formula Summary
        » Shows disposition and date of disposition
      - Mailed a copy of the FONL Formula Correction Summary
        » Similar to return sheets
Formula and Process for Nonbeverage Product

Submission ID: 10000025  TTB Formula ID: 1123358
Date Submitted: 11/30/2011

Status: Needs Correction
Attachment ID: 1283597

Company Formula #: WLF - 112
Company ID: Company Name:
WLF  We Love Flavors
Product Name: Natural Lemon Flavor
Product Type: Flavor/Flavoring Extract
Kind of Spirits On Which Drawback Will Be Claimed: Alcohol 190 Proof

Summary

Measurements Used:  
English Metric

Process Type:

Eligible Absolute Alcohol Used:
Alcohol Content of Finished Product:
Eligible Plus Recovered Spirits:
Density of Finished Product:  
lbs per gallon
Number of Days to Complete Process:

<table>
<thead>
<tr>
<th>LOW</th>
<th>HIGH</th>
<th>UNIT</th>
<th>TOLERANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Theoretical Yield:
Actual Yield:

<table>
<thead>
<tr>
<th>WEIGHT (LB)</th>
<th>WEIGHT (LB)</th>
<th>VOLUME (GAL)</th>
<th>VOLUME (GAL)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(LOW)</td>
<td>(HIGH)</td>
<td>(LOW)</td>
<td>(HIGH)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Needs Correction Information

<table>
<thead>
<tr>
<th>NEEDS CORRECTION REASON</th>
<th>REASON DESCRIPTION</th>
<th>ADDITIONAL DESCRIPTION</th>
<th>RESOLVED?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Error In Field</td>
<td>There is an error in the following field. Please refer to the Drawback tutorial for more information.</td>
<td>Is Acetic Acid natural or artificial? All natural ingredients must be labeled. Anything not labeled is considered artificial.</td>
<td>☐</td>
</tr>
</tbody>
</table>
Fitness Determination

- A worksheet was created to determine the fitness of dietary supplements
  - *For most herbs* - 1 pound/gallon is needed to make a product unfit
- ‘Flavor Unfitness Worksheet’ now contains a tab for dietary supplements.
  - Calculates pounds/gallon of an herb
  - Contains a list of herbs that require more than 1 lb/gal
- Can download the FUW from the Drawback Tutorial.
### Flavor Unfitness Worksheet

**How to Use This Worksheet:**

1. Enter in the formula information (name, TTB #, etc.), total weight of the final product, and the alcohol content (high end of box #10).
2. Enter the FEMA number. If you do not know it, search the tab “GRAS Materials.” Once the FEMA # is entered, the name of the ingredient will automatically appear.
3. Enter the weight of the ingredient. **NOTE:** The units of total weight and individual ingredient must match!
4. All other calculations will be done automatically. If the amount of the ingredient is at least 5x the Max Use Rate, then the final product is unfit.

**Other Guidelines:**

- Worksheets for the other guidelines found in the Drawback Tutorial are on the other tabs in this worksheet. Use the appropriate tab based on the units used.

---

<table>
<thead>
<tr>
<th>Flavor Unfitness Worksheet</th>
<th>Component WS (lbs-gal)</th>
<th>Component WS (g-mL)</th>
<th>Dietary Supplement</th>
<th>GRAS Materials</th>
</tr>
</thead>
</table>
### Dietary Supplement Fitness Calculations

For most herbal extracts, 1 lb. of dry herb per gallon of finished product is sufficient to make the product unfit for beverage purposes.

**For the following herbs, more than 1 lb/gal is needed to make the product unfit:**

| Herb                  | 1| 2| 3| 4| 5| 6| 7| 8| 9| 10| 11| 12| 13| 14| 15| 16| 17| 18| 19| 20| 21| 22| 23| 24| 25| 26| 27| 28 |
| Acai                  | 1| 2| 3| 4| 5| 6| 7| 8| 9| 10| 11| 12| 13| 14| 15| 16| 17| 18| 19| 20| 21| 22| 23| 24| 25| 26| 27| 28 |
| Apricot               | 1| 2| 3| 4| 5| 6| 7| 8| 9| 10| 11| 12| 13| 14| 15| 16| 17| 18| 19| 20| 21| 22| 23| 24| 25| 26| 27| 28 |
| Apricot              | 1| 2| 3| 4| 5| 6| 7| 8| 9| 10| 11| 12| 13| 14| 15| 16| 17| 18| 19| 20| 21| 22| 23| 24| 25| 26| 27| 28 |
| Aronia               | 1| 2| 3| 4| 5| 6| 7| 8| 9| 10| 11| 12| 13| 14| 15| 16| 17| 18| 19| 20| 21| 22| 23| 24| 25| 26| 27| 28 |
| Bilberry             | 1| 2| 3| 4| 5| 6| 7| 8| 9| 10| 11| 12| 13| 14| 15| 16| 17| 18| 19| 20| 21| 22| 23| 24| 25| 26| 27| 28 |
| Choke Tree Berry     | 1| 2| 3| 4| 5| 6| 7| 8| 9| 10| 11| 12| 13| 14| 15| 16| 17| 18| 19| 20| 21| 22| 23| 24| 25| 26| 27| 28 |
| Cherry               | 1| 2| 3| 4| 5| 6| 7| 8| 9| 10| 11| 12| 13| 14| 15| 16| 17| 18| 19| 20| 21| 22| 23| 24| 25| 26| 27| 28 |

Most fruits require more than 1 lb/gal to make the product unfit, including, but not limited to:

- Acai
- Apricot
- Apricot
- Aronia
- Bilberry
- Choke Tree Berry
- Cherry

**For a product that requires greater than 1 lb/gal, provide a company taste panel using the organoleptic guidelines found in the Drawback Tutorial.**

**Pounds/Gallons:**

<table>
<thead>
<tr>
<th>Weight of Herb (lbs)</th>
<th>Moisture Content (percent)</th>
<th>Final Volume (gallons)</th>
<th>Final Product (lbs/gal)</th>
<th>Unfit?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Grams/Milliliters:**

<table>
<thead>
<tr>
<th>Weight of Herb (grams)</th>
<th>Moisture Content (percent)</th>
<th>Final Volume (ml)</th>
<th>Final Product (grams/ml)</th>
<th>Unfit?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Weight Ounces/Fluid Ounces:**

<table>
<thead>
<tr>
<th>Weight of Herb (ounces)</th>
<th>Moisture Content (percent)</th>
<th>Final Volume (fluid ounces)</th>
<th>Final Product (ounces/fluid ounces)</th>
<th>Unfit?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Use the conversion calculator below if you need to convert weight or volume to a different unit.

**Weight Conversions:**

- pounds to grams
- grams to pounds
- weight ounces to weight ounces
- weight ounces to grams

**Volume Conversions:**

- gallons to mL
- mL to gallons
- fluid ounces to fluid ounces
- fluid ounces to gallons
- fluid ounces to mL
### Pounds/Gallons:

<table>
<thead>
<tr>
<th>Weight of Herb (lbs)</th>
<th>Moisture Content (percent)</th>
<th>Final Volume (gal)</th>
<th>Final Product (lbs/gal)</th>
<th>Unfit?</th>
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</thead>
</table>

### Grams/Milliliters:

<table>
<thead>
<tr>
<th>Weight of Herb (grams)</th>
<th>Moisture Content (percent)</th>
<th>Final Volume (mL)</th>
<th>Final Product (lbs/gal)</th>
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</thead>
</table>

### Weight Ounces/Fluid Ounces:

<table>
<thead>
<tr>
<th>Weight of Herb (ounces)</th>
<th>Moisture Content (percent)</th>
<th>Final Volume (fluid ounces)</th>
<th>Final Product (lbs/gal)</th>
<th>Unfit?</th>
</tr>
</thead>
</table>

### Choice of Units:
But all units need to match.
## Does product contain herbs?

<table>
<thead>
<tr>
<th>INGREDIENT</th>
<th>WEIGHT (LB)</th>
<th>MOISTURE (%)</th>
<th>ADDITIONAL INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Herb</td>
<td>15</td>
<td>19.5</td>
<td></td>
</tr>
</tbody>
</table>

### Pounds/Gallons:

<table>
<thead>
<tr>
<th>Weight of Herb (lbs)</th>
<th>Moisture Content (percent)</th>
<th>Final Volume (gal)</th>
<th>Final Product (lbs/gal)</th>
<th>Unfit?</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>19.5%</td>
<td>10.822</td>
<td>1.12</td>
<td>YES</td>
</tr>
</tbody>
</table>

### Grams/Milliliters:

<table>
<thead>
<tr>
<th>Weight of Herb (grams)</th>
<th>Moisture Content (percent)</th>
<th>Final Volume (mL)</th>
<th>Final Product (lbs/gal)</th>
<th>Unfit?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>-</td>
</tr>
</tbody>
</table>

### Weight Ounces/Fluid Ounces:

<table>
<thead>
<tr>
<th>Weight of Herb (ounces)</th>
<th>Moisture Content (percent)</th>
<th>Final Volume (fluid ounces)</th>
<th>Final Product (lbs/gal)</th>
<th>Unfit?</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>-</td>
</tr>
</tbody>
</table>
Use the conversion calculator below if you need to convert weight or volume to a different unit.

<table>
<thead>
<tr>
<th>Weight Conversions:</th>
<th>Volume Conversions:</th>
</tr>
</thead>
<tbody>
<tr>
<td>pounds to grams</td>
<td>gallons to mL</td>
</tr>
<tr>
<td></td>
<td>grams to pounds</td>
</tr>
<tr>
<td></td>
<td>weight ounces to</td>
</tr>
<tr>
<td></td>
<td>mL to fluid ounces</td>
</tr>
<tr>
<td>grams to pounds</td>
<td></td>
</tr>
<tr>
<td>weight ounces to</td>
<td></td>
</tr>
<tr>
<td></td>
<td>fluid ounces to mL</td>
</tr>
</tbody>
</table>

**Unit Conversion:**

Worksheet contains an easy unit conversion calculator.
Herbs List:

These herbs require more than 1 lb/gal to make the product unfit.

Dietary Supplement Fitness Calculations

For most herbal extracts, 1 lb. of dry herb per gallon of finished product is sufficient to make the product unfit for beverage purposes.

<table>
<thead>
<tr>
<th>Acalca Flower</th>
<th>Carrot</th>
<th>Coffee</th>
<th>Elderflower</th>
<th>Horseradish</th>
<th>Oatseed</th>
<th>Rehmannia</th>
<th>Skunk Cabbage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alfalfa</td>
<td>Cashews</td>
<td>Coix</td>
<td>Fennel Seed</td>
<td>Horsetail</td>
<td>Parsley</td>
<td>Rose</td>
<td>Solomon's Seal</td>
</tr>
<tr>
<td>Almond</td>
<td>Catnip</td>
<td>Coltsfoot</td>
<td>Fo Ti</td>
<td>Hyacinth Bean</td>
<td>Parsley Root</td>
<td>Rosehips</td>
<td>Spinach</td>
</tr>
<tr>
<td>Althea Root</td>
<td>Centella Asiatica</td>
<td>Comfrey Root</td>
<td>Ginko</td>
<td>Irish Moss</td>
<td>Passion Flower</td>
<td>Safflower</td>
<td>Spring Greens</td>
</tr>
<tr>
<td>Anise</td>
<td>Chamomile</td>
<td>Cordycps Fungus</td>
<td>Ginseng</td>
<td>Jasmine</td>
<td>Pau D</td>
<td>Sage</td>
<td>St John's Bread</td>
</tr>
<tr>
<td>Anise Seed</td>
<td>Chickweed</td>
<td>Cotton Silk</td>
<td>Goat's Rue</td>
<td>Kola Nut</td>
<td>Peanut</td>
<td>Sanicula</td>
<td>Sunflower Seed</td>
</tr>
<tr>
<td>Aralia</td>
<td>Chicory Root</td>
<td>Couch Grass</td>
<td>Gossypium Herbaceum</td>
<td>Lemon Balm</td>
<td>Penny Royal</td>
<td>Swamp Root</td>
<td>Saw Palmetto</td>
</tr>
<tr>
<td>Areca Peel</td>
<td>Chlorella</td>
<td>Cotton Root Bark</td>
<td>Gotu Kola</td>
<td>Licorice Root</td>
<td>Peppermint</td>
<td>Sarsaparilla</td>
<td>Saw Palmetto</td>
</tr>
<tr>
<td>Arnica</td>
<td>Cicada Shell or Moultting</td>
<td>Cucumber</td>
<td>Grape Seed</td>
<td>Meadowsweet</td>
<td>Petroselimum Sativa</td>
<td>Scullcap</td>
<td>Scutellaria Root</td>
</tr>
<tr>
<td>Artichoke</td>
<td>Cilantro</td>
<td>Cynomorium Stem</td>
<td>Green Bell Peppers</td>
<td>Milk Thistle Seed</td>
<td>Poria</td>
<td>Seleginecerus Grandiflorus</td>
<td>Sea Buckthorn</td>
</tr>
<tr>
<td>Bee Pollen</td>
<td>Cinnamomum</td>
<td>Curcuma</td>
<td>Green Tea</td>
<td>Morinda</td>
<td>Potentilla</td>
<td>Senecio</td>
<td>Sesame Seed</td>
</tr>
<tr>
<td>Beet</td>
<td>Cinnamon</td>
<td>Dandelion</td>
<td>Ground Ivy</td>
<td>Mugwort</td>
<td>Psyllium</td>
<td>Senna</td>
<td>Sheep Sorrel</td>
</tr>
<tr>
<td>Borage</td>
<td>Cleavers</td>
<td>Deer Antler</td>
<td>Guaran</td>
<td>Nettle</td>
<td>Pulsatilla</td>
<td>Sheepards Purse</td>
<td>Shepherd's Purse</td>
</tr>
<tr>
<td>Buchu</td>
<td>Cocoa</td>
<td>Dendrobium</td>
<td>Gaurana Seed</td>
<td>Night Blooming Cereus</td>
<td>Purple Loosestrife</td>
<td>Siberian Ginseng</td>
<td>Shepherd's Purse</td>
</tr>
<tr>
<td>Burdock</td>
<td>Coconut</td>
<td>Dianthus (pink)</td>
<td>He Shou Wu</td>
<td>Oat</td>
<td>Red Clover</td>
<td>Shih Ling</td>
<td>Shih Ling</td>
</tr>
<tr>
<td>Cactus</td>
<td>Codonopsis</td>
<td>Echinacea</td>
<td>He Shou Wu</td>
<td>Oat</td>
<td>Red Clover</td>
<td>Shih Ling</td>
<td>Shih Ling</td>
</tr>
</tbody>
</table>

Most fruits require more than 1 lb/gal to make the product unfit. Including, but not limited to:

<table>
<thead>
<tr>
<th>Acai</th>
<th>Coconut</th>
<th>Grapefruit</th>
<th>Mango</th>
<th>Quince</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apricot</td>
<td>Cranberry</td>
<td>Jujube</td>
<td>Orange</td>
<td>Raspberry</td>
</tr>
<tr>
<td>Aronia</td>
<td>Elderberry</td>
<td>Kwai</td>
<td>Orange Peel</td>
<td>Tomato</td>
</tr>
<tr>
<td>Bilberry</td>
<td>Fennel</td>
<td>Lemon</td>
<td>Pineapple</td>
<td>Watermelon</td>
</tr>
<tr>
<td>Chaste Tree Berry</td>
<td>Fig</td>
<td>Lemon Peel</td>
<td>Plaintain</td>
<td>Pomegranate</td>
</tr>
<tr>
<td>Cherry</td>
<td>Grape</td>
<td>Lycium</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Q & A
Q & A

• The system requires I enter the weight, but I only have volume values.
  – If your products are manufactured by volume, you can calculate the weight of the ingredients and yield using density.
  – Example:
    • 12 gal 190 proof ethanol
    • Density of 190 proof ethanol = 6.79434 lbs/gal
    • 12 gal \times 6.79434 \text{ lbs/gal} = 81.53 \text{ lbs}
Q & A

• But, what if I don’t know the density of the final product?
  – You can measure a known volume and weigh it.
  – Example:
    • 2 gal final product = 16.24 lbs
    • 16.24 lbs ÷ 2 gal = 8.12 lbs/gal
    • Density = 8.12 lbs/gal
Questions?

• Please send any questions to formulasonline@ttb.gov

• Presentation and question responses will be posted on the TTB.gov website