

U.S. Department of the Treasury
Alcohol and Tobacco Tax and Trade Bureau (TTB)

1310 G Street NW., Box 12
Washington, D.C. 20005

**COLAs Online 3.11.4 Public COLA Registry User
Manual**



Prepared by:
Office of the Chief Information Officer
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FOR OFFICIAL USE ONLY
Dated: November 5, 2015

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9.2	11/14/2013	A. Sharifi	Updated for TTB Contact Us changes
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11.2	06/26/2015	A. Sharifi	Incorporated comments from internal review
12.0	08/13/2015	A. Sharifi	Updated for COLAs Online 3.11.4

Version Number	Date	Author	Description
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1 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.

Table 1: Manual Organization

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

1.3.1 Conventions of the User Manual

Table 2 lists the manual conventions of the User Manual.

Table 2: Manual Conventions

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

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.

Table 3: Acronyms and Terms

Acronym / Term	Description
ALFD	Advertising, Labeling and Formulation Division
COLA	Certificate of Label Approval
COLAs Online	Certificate of Label Approval System
FAQs	Frequently Asked Questions

Acronym / Term	Description
FOIA	Freedom of Information Act
FONL	Formulas Online
IM	Industry Member
OIM	Online Industry Member
NRC	National Revenue Center
PIA	Privacy Impact Assessment
PCR	Public COLA Registry
SDLC	Systems Development Life Cycle
TTB	Alcohol and Tobacco Tax and Trade Bureau

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

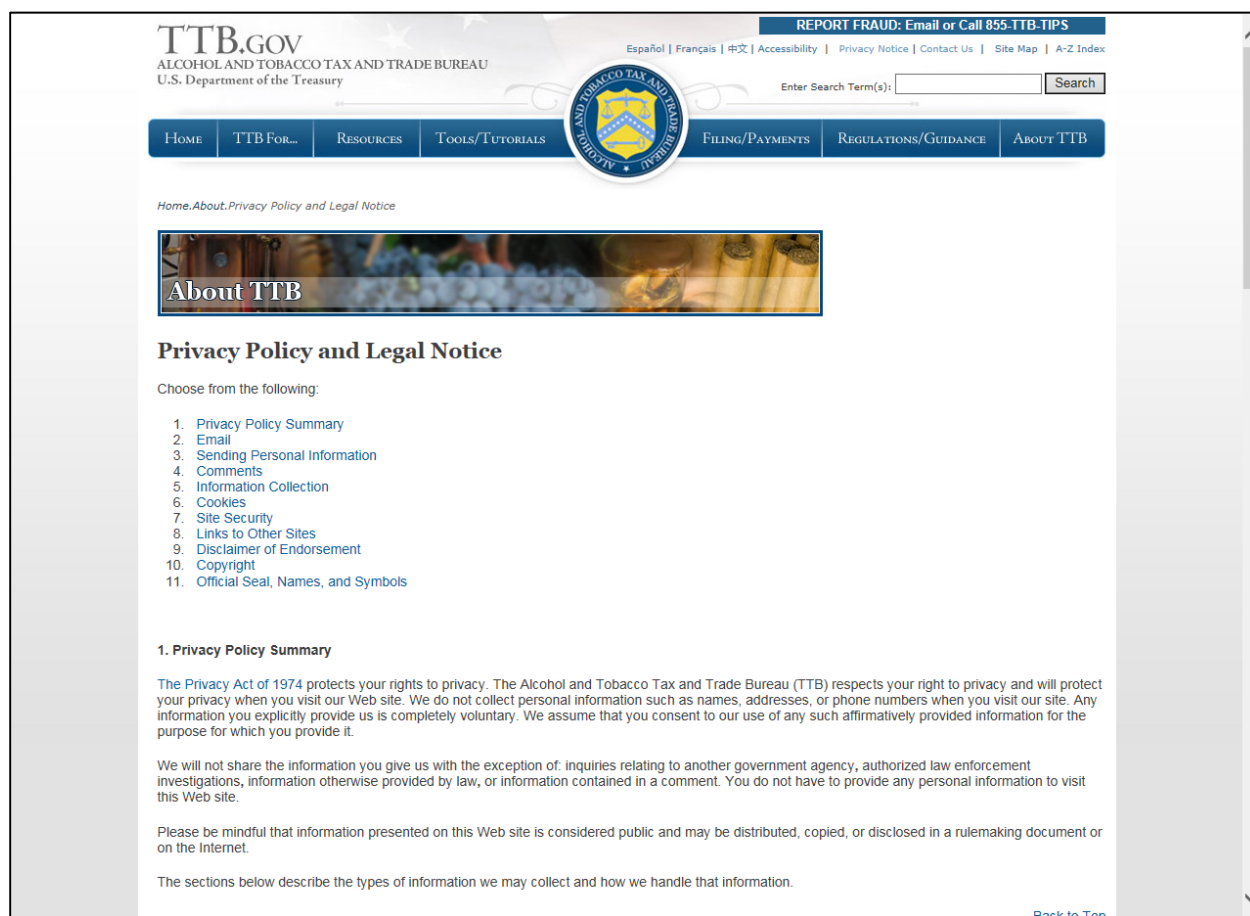


Figure 2: Privacy Impact Assessments

TTB.gov
ALCOHOL AND TOBACCO TAX AND TRADE BUREAU
U.S. Department of the Treasury

REPORT FRAUD: Email or Call 855-TTB-TIPS

Español | Français | 中文 | Accessibility | Privacy Notice | Contact Us | Site Map | A-Z Index

Enter Search Term(s):

HOME TTB For... RESOURCES TOOLS/TUTORIALS FILING/PAYMENTS REGULATIONS/GUIDANCE ABOUT TTB

Home.Freedom of Information Act.Freedom of Information Act.Privacy Impact Assessments (PIA)

Freedom of Information Act (FOIA)

Privacy Impact Assessments (PIA)

Privacy Impact Assessment (PIA) is a process to determine the risk of collecting, managing, and disseminating identifiable information in an electronic format. A PIA describes how the government handles information that individuals provide electronically so that personal information is protected. The E-Government of 2002 requires that agencies conduct PIA for systems that process personal identifiable information. More on guidance and procedures for conducting PIA can be found in OMB Memorandum 03-22, dated September 26, 2003.

TTB has conducted a PIA for each of the following systems:

- Automated Commercial Systems
- Auto Audit
- Caliber
- Chief Counsel Management System
- Certificate of Label Approval Formula Modernization Laboratory
- Certificate of Label Approval Online (COLA)
- Dimensions
- Federal Excise Tax
- Formulas Online
- Integrated Revenue Information System
- Laboratory Information Management System
- Network Infrastructure GSS
- Permits Online
- Regulatory Major Application System
- Rockville Laboratory Imaging System
- Special Occupational Tax/Floor Stocks Tax
- Sunflower System
- Tax Major Application
- TLC Library Solutions
- TTBDocs

TTB Annual Report Statistics Initial Requests

Year	Received	Processed	Pending
2013	66	68	1
2012	73	70	3
2011	75	76	0
2010	94	93	1
2009	86	92	0
2008	121	120	6
2007	84	85	5
2006	100	122	6
2005	140	186	28
2004	223	201	74

Most Requested

- Chief FOIA Officer
- Frequently Requested FOIA Documents
- Electronic Reading Room
- News and Events Archives
- Treasury Decisions
- Contacts
- Privacy Impact Assessments
- Privacy Act: Implementation – Final Rule
- 2015 Privacy Act – System of Records Notice (SORN)
- FAQs

HOW DO I...?

- Make a Perfected FOIA Request?
- Make a Perfected Privacy Act Request?

RESOURCES

Figure 3: Privacy Impact Assessment (COLAs Online)

Alcohol and Tobacco Tax and Trade Bureau Certificate of Label Approval Online (COLAs Online) Privacy Impact Assessment Information Collected and Purpose COLAs Online is a web-based application that facilitates and improves the submission and review process for alcohol beverage labels (TTB Form 5100.31, OMB Number 1513-0020) by providing an expedient and paperless means of obtaining Federal label approval. A certificate of label approval authorizes the certificate holder to bottle and remove or import alcohol beverages that bear labels identical to those shown on the certificate of label approval. COLAs Online provides a web-based interface that facilitates the process for industry members to submit electronic applications for COLAs, and interfaces with other strategic systems including IRIS for permit, registry, and other authorized data. COLAs Online only stores Personally Identifiable Information (PII) that has been included in submitted label approval applications by individuals. For individuals with direct access to COLAs Online, TTB also collects necessary PII to authenticate users and restrict permissions. COLAs Online associates these individuals with user-created user IDs and passwords. Information Use and Sharing COLAs Online stores names and phone numbers of those individuals who have provided that information on COLA applications. COLAs Online does have a public website for anybody to check the status of an application, however only designated and approved TTB employees and have direct access to PII stored in COLAs. All individuals receive
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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 PENALTIES. 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

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

REGISTER HOW TO REGISTER PUBLIC COLA REGISTRY FAQ
CONTACT US

Already registered? Log in:

User Name: [Expired password ?](#)

Password: [New or forgotten password ?](#)

Logon to:

Notice

10/28/15: 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.

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

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

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. Check the most recent processing times for [label applications](#) or [beverage formula applications](#). You may also login at any time to check the status of individual [label applications](#) and/or [formula applications](#).

PRIVACY POLICY
PRIVACY IMPACT ASSESSMENT

Figure 5: Public COLA Registry Basic Search

COLA Registry
ALCOHOL AND TOBACCO TAX AND TRADE BUREAU

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

[Search Public COLA Registry](#)
[COLAs Online FAQs](#)
[Contact Us](#)
[Public COLA Registry Manual](#)
[Download Public COLA Registry Manual](#)
[COLAs Online Logon](#)

Search for COLAs

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

Basic Search | [Advanced Search](#)

Basic Search Criteria
Note: Wild card character for a search is represented by a "%"

Date Completed: From 7/01/2013 To 08/05/2013

Product Name:

☐ Brand Name ☐ Fanciful Name ☒ Either

Product Class/Type: to

Origin Code:

[Privacy Policy](#) | [Privacy Impact Assessment](#)

Alcohol and Tobacco Tax and Trade Bureau, 2003 Contact us at webmaster@ttb.treas.gov

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/> 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



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

COLA Registry
ALCOHOL AND TOBACCO TAX AND TRADE BUREAU

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

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

Search for COLAs

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

Basic Search | [Advanced Search](#)

Basic Search Criteria
Note: Wild card character for a search is represented by a "%"

Date Completed: From To

Product Name:

☐ Brand Name ☐ Fanciful Name ☒ Either

Product Class/Type:
 to [Lookup Class Type>](#)

Origin Code:
 [Lookup Origin>](#)

[Clear and Start Over](#) [Search](#)

[Privacy Policy](#) | [Privacy Impact Assessment](#)

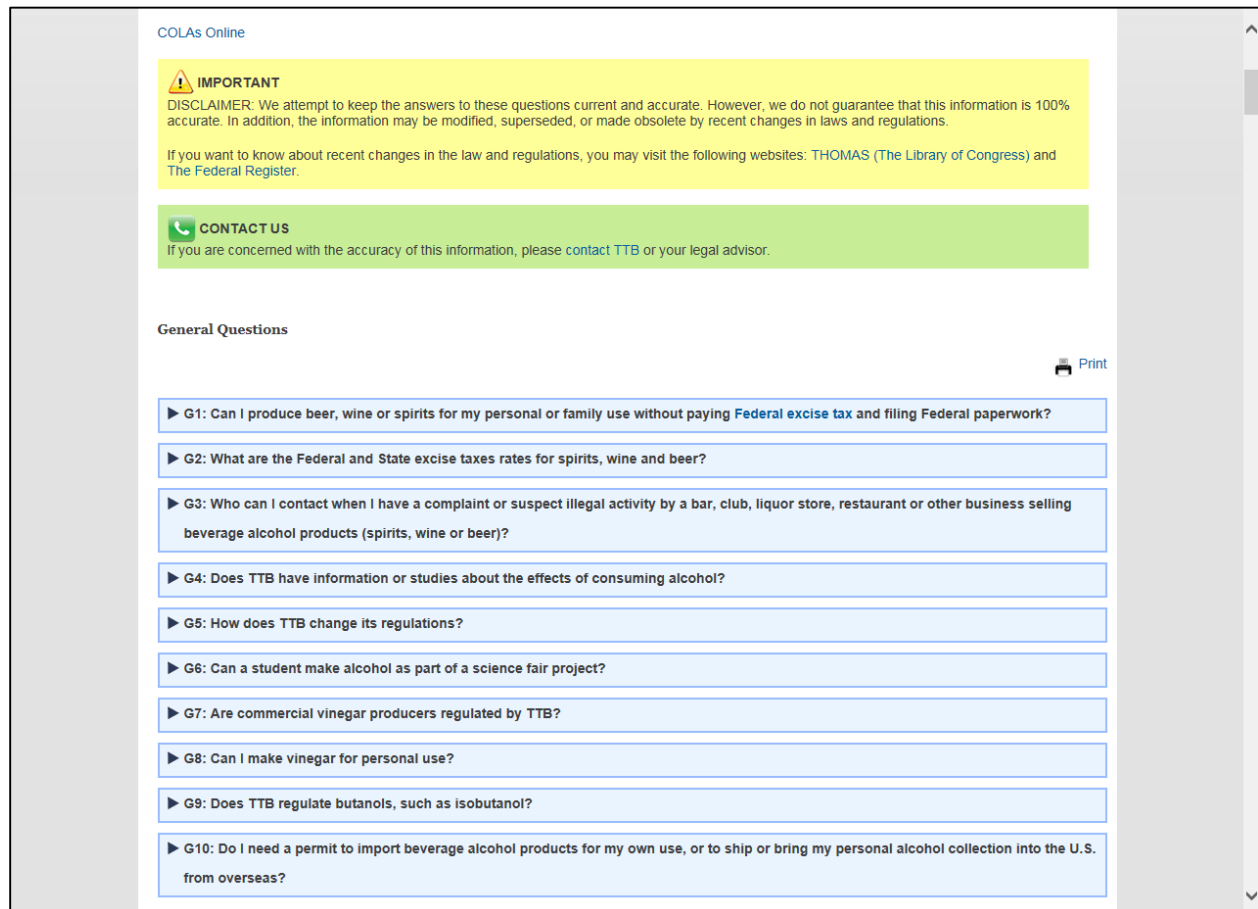
Alcohol and Tobacco Tax and Trade Bureau, 2003. Contact us at webmaster@ttb.treas.gov

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



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

Contact Us

To report problems or issues with COLAs Online / Public COLA Registry, you may send us an email by filling out the information below. Additional contact information is provided at the bottom of the page.

Trouble Logging On

If you have lost or forgotten your password, or locked your account, please use this [New or forgotten password?](#) link to create a new password. If your password has expired, please use the [Expired password?](#) link to create a new password.

If you have forgotten your User ID, or you were not able to successfully create a new password with the [New or forgotten password?](#) or [Expired password?](#) link, please refer to the additional contact information at the bottom of the page.

Select a Subject

☐ I filed an e-application and it's no longer in my in-box
☐ I'm having trouble uploading label images and/or attachments
☐ How do I add/modify/delete my user and/or company information?
☐ I'm experiencing problems searching the Public COLA Registry
☐ I have a question regarding my label application

Other:

Comments

Your Contact Information

Name:
 E-mail Address:
 Phone Number:
 Fax Number:

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.

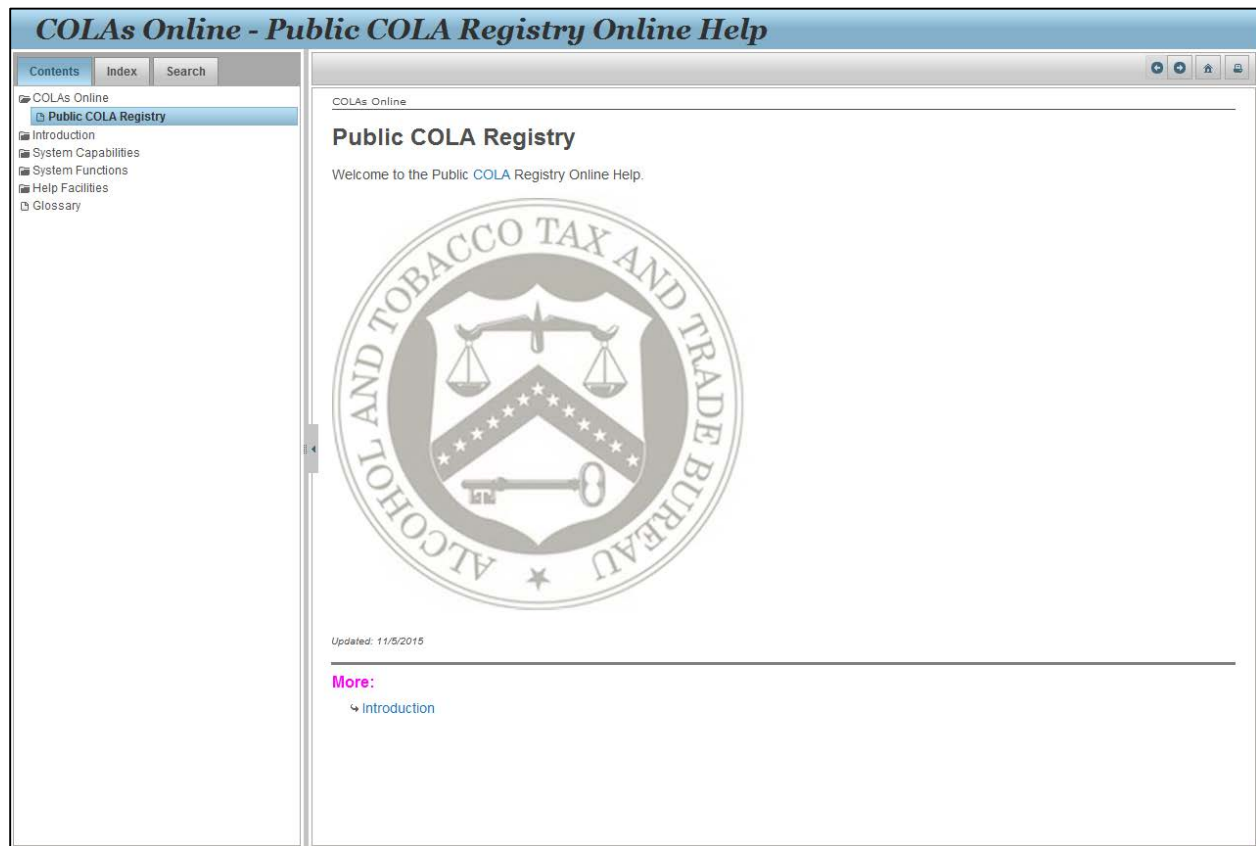
3. Enter Comments (if any).

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.

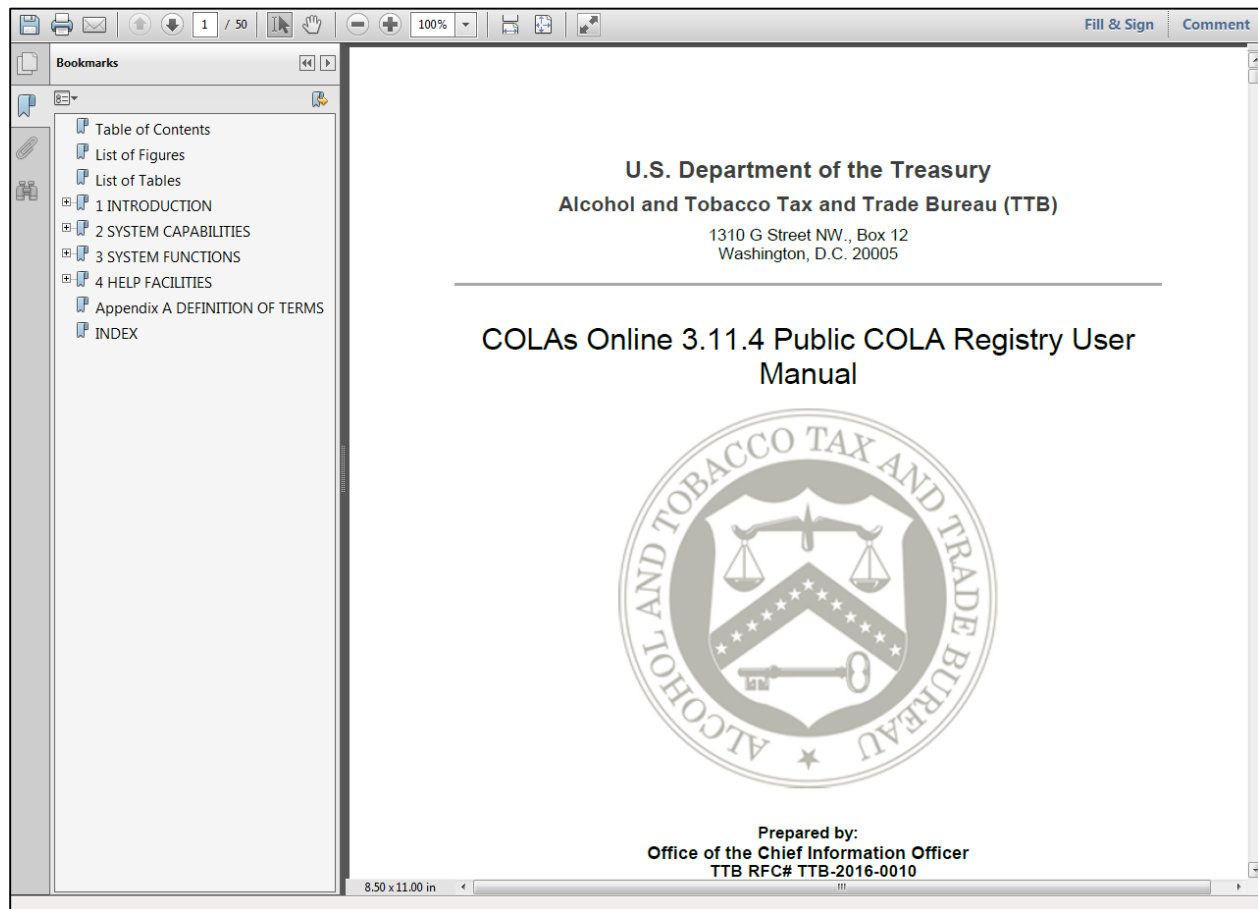
Figure 10: Public COLA Registry Online Help



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



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

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

[REGISTER](#) [HOW TO REGISTER](#) [PUBLIC COLA REGISTRY](#) [FAQ](#)
[CONTACT US](#)

Already registered? Log in:

User Name: [Expired password ?](#)

Password: [New or forgotten password ?](#)

Logon to:

Notice

10/28/15: 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.

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

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

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. Check the most recent processing times for [label applications](#) or [beverage formula applications](#). You may also login at any time to check the status of individual [label applications](#) and/or [formula applications](#).

[PRIVACY POLICY](#)
[PRIVACY IMPACT ASSESSMENT](#)

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

COLA Registry
ALCOHOL AND TOBACCO TAX AND TRADE BUREAU

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

[Search Public COLA Registry](#)
[COLAs Online FAQs](#)
[Contact Us](#)
[Public COLA Registry Manual](#)
[Download Public COLA Registry Manual](#)
[COLAs Online Logon](#)

Search for COLAs

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

Basic Search | [Advanced Search](#)

Basic Search Criteria
Note: Wild card character for a search is represented by a "%"
 Date Completed: From MM/DD/YYYY To MM/DD/YYYY

Product Name:
☐ Brand Name ☐ Fanciful Name ☒ Either

Product Class/Type: to [Lookup Class Type>](#)

Origin Code: [Lookup Origin>](#)

[Clear and Start Over](#) [Search](#)

[Privacy Policy](#) | [Privacy Impact Assessment](#)

Alcohol and Tobacco Tax and Trade Bureau, 2003 Contact us at webmaster@ttb.treas.gov

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

Product Class/Type Lookup

Search for Class/Type by:
Note: Wild card character for a search is represented by a "%"

Product Class/Type Code: ?

Product Class/Type Description:

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)

Search Results:	
Class/Type Code	Description
0	ADMINISTRATIVE WITHDRAWAL
00	ADMINISTRATIVE WITHDRAWAL
000	ADMINISTRATIVE WITHDRAWAL
100	STRAIGHT WHISKY
101	STRAIGHT BOURBON WHISKY
102	STRAIGHT RYE WHISKY
103	STRAIGHT CORN WHISKY
104	RUM LEMON FLAVORED
105	RUM CHERRY FLAVORED
106	RUM CHOCOLATE FLAVORED
107	RUM MINT FLAVORED
108	RUM PEPPERMINT FLAVORED
109	OTHER STRAIGHT WHISKY
110	WHISKY BOTTLED IN BOND (BIB)
111	BOURBON WHISKY BIB
112	RYE WHISKY BIB

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 Lookup

Search for Origin by:
Note: Wild card character for a search is represented by a "%"

Origin Code: ?

Origin Description:

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

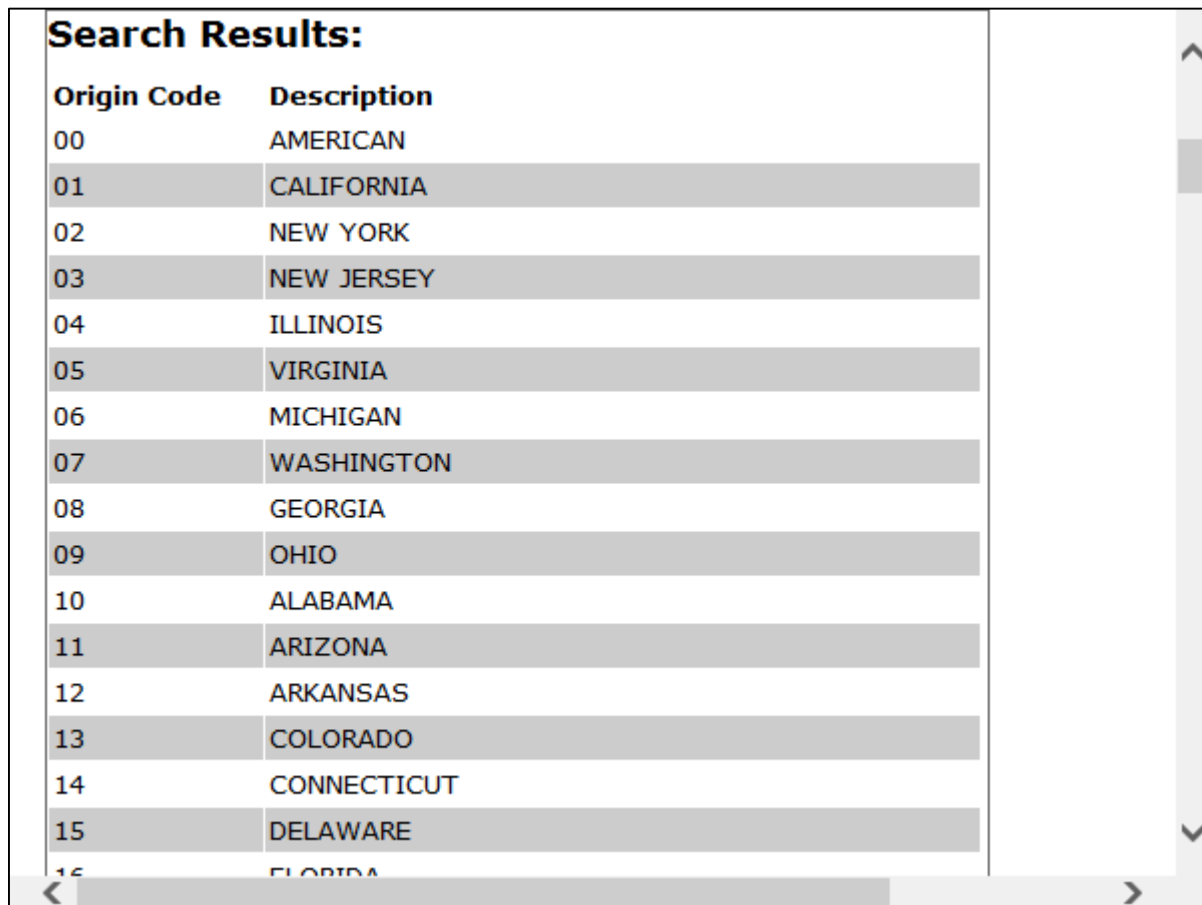
► **Note:** To perform a wildcard search, enter a "%" at the beginning or end of the search criteria value.

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

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

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)



Origin Code	Description
00	AMERICAN
01	CALIFORNIA
02	NEW YORK
03	NEW JERSEY
04	ILLINOIS
05	VIRGINIA
06	MICHIGAN
07	WASHINGTON
08	GEORGIA
09	OHIO
10	ALABAMA
11	ARIZONA
12	ARKANSAS
13	COLORADO
14	CONNECTICUT
15	DELAWARE
16	FLORIDA

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)

COLA Registry
ALCOHOL AND TOBACCO TAX AND TRADE BUREAU

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

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Search for COLAs

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

[Basic Search](#) | [Advanced Search](#)

Basic and Advanced Search Criteria

Note: Wild card character for a search is represented by a "%"

Date Completed: From 7/01/2013 To 08/05/2013

Product Name:

☐ Brand Name ☐ Fanciful Name ☒ Either

Product Class/Type

☐ Show Codes (with description) ☒ Show Descriptions (with code)
☐ Enter Code Manually

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.

--Select One or More--
ALE - 902
ALE - 903

Figure 19: Public COLA Registry Advanced Search (Bottom)

Origin Code

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.

--Select One or More--
 ALABAMA - 10
 ALASKA - 4E
 ALBANIA - 60
 ALGERIA - 61
 AMERICAN - 00
 ANGUILLA (BWI) - 7Q
 ANTIGUA AND BARBUDA - 4Y
 ARGENTINA - 62
 ARIZONA - 11

Lookup Origin>

Received Code
 (Check all that apply)
☐ 000 - FRONT DESK (PAPER)
☐ 001 - ELECTRONIC SUBMISSION
☐ 002 - MAIL (PAPER)
☐ 003 - OVERNIGHT (PAPER)

TTB ID:
 to

Serial #:
 to

Plant Registry/Basic Permit/Brewer's No.:
 Note: Search Results will only include data after 04/26/2003

Vendor Code:
 Note: Search Results will only include data prior to 04/26/2003
 Lookup Vendor Code>

Clear and Start Over Search

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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



Vendor Code Lookup

Search for Vendor Code by:
Note: Wild card character for a search is represented by a "%"

Vendor Code: ?

Vendor Name: ?

Plant Registry/Basic Permit/Brewer's No.: ?

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)

COLA Registry
ALCOHOL AND TOBACCO TAX AND TRADE BUREAU

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

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Search Results: COLAs

[Printable Version](#)
[Save Search Results To File](#)

1 to 20 of 99 (Total Matching Records: 99) | [Next >](#)

TTB ID	Permit No.	Serial Number	Completed Date	Fanciful Name	Brand Name	Origin	Class/Type
05333301000029	AZ-I-15555	05LE02	08/03/2011		POM MALT	81	977
10044401000002	DSP-FL-333	101112	03/01/2011		POM BRAND	00	200
10011101000001	BW-OK-222	102342	05/03/2011		POM PEAR WINE	04	80
10211101000001	BR-MA-CAP-15555	109999	05/19/2011		POM MALT	21	83
11000001000002	BR-MA-CAP-15555	114444	01/11/2011		POM TASTY	00	900
11022201000001	VA-I-15555	117894	01/13/2011		POM RED WINE	56	979
11022201000003	BW-WA-333	113456	01/13/2011		POM WINE	00	88
11022201000004	NY-P-1999	117777	01/13/2011		POM GERMAN WINE	00	900
11022201000005	BWC-OH-444	117142	01/13/2011		POM PEACH MALT	00	88

Figure 22: Search Results: COLAs (Bottom)

11013331000004	BR-CA-STE-15555	110001	01/13/2011		POM FORMULA	00	900
11013331000007	BR-MA-CAP-15555	110003	01/13/2011		POM FORMULA	00	900
11013331000008	BW-NY-999	110003	01/14/2011		POM DOMESTIC WINE	00	88
1103331000002	BW-OK-222	112342	04/13/2011		POM ROSE MALT	37	80
1103332000000	TX-I-15555	1176666544	04/13/2011		POM DAISY MALT	37	80
1111111000001	PR-W-444	112222	05/09/2011		POM FINE WINES	01	80
11116661000001	PA-P-5555	112222	05/03/2011	POM	POM MANGO WINE	17	80
11131111000001	PR-W-111	113344	05/19/2011		POM JAPANESE WINE	01	80
11154441000001	BW-WA-444	113333	06/14/2011		POM BRAND	01	80
11174441000001	BW-OK-777	119999	06/23/2011	POM	POM KIWI WINE	14	80

[Printable Version](#)

1 to 20 of 99 (Total Matching Records: 99) | [Next >](#)

[New Search](#)

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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 accuracy, reliability or completeness of furnished data. Label images contained within the Public COLA Registry may appear differently, with respect to type size, characters per inch and contrasting background, than actual labels on the container. We also remind users of the Public COLA Registry that section V. of the instructions for the TTB COLA Form 5100.31, Allowable Revisions to Approved Labels, identifies various types of label information that may be changed by the COLA holder without the need for re-approval. TTB welcomes suggestions on how to improve our Public COLA Registry. Please contact us via email at altd@ttb.gov.

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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)

The screenshot displays the top portion of the COLA Detail page. At the top is a header with the TTB logo and the text "ALCOHOL AND TOBACCO TAX AND TRADE BUREAU U.S. Department of the Treasury". Below this is a "COLA Registry" section with a link to "TTB F 5100.31: Application For and Certification/Exemption of Label/Bottle Approval". To the right of this section is a box containing several links: "Search Public COLA Registry", "COLAs Online FAQs", "Contact Us", "Public COLA Registry Manual", "Download Public COLA Registry Manual", and "COLAs Online Logon". The main section is titled "COLA Detail" and contains a form with the following fields:

TTB ID: 10207771000001	Printable Version
Status: SURRENDERED	
Vendor Code: 13400	
Serial #: 101234	
Class/Type Code: DESSERT FLAVORED WINE	
Origin Code: AMERICAN	
Brand Name: POM WINERY	
Fanciful Name:	
Type of Application: LABEL APPROVAL	
For Sale In:	
Total Bottle Capacity:	
Grape Varietal(s):	
Wine Vintage:	
Formula/SOP No.:	

Figure 24: COLA Detail (Bottom)

Grape Varietal(s): ? Wine Vintage: ? Formula/SOP No.: ? Lab No./Lab Date: ? Approval Date: 07/26/2010 Qualifications: ?
Plant Registry/Basic Permit/Brewers No (Principal Place of Business): ? BWN-MA-15555 POM WINERY, LLC 5555 KEARN RD NEEDHAM, MA 02494 Plant Registry/Basic Permit/Brewers No (Other): ? Contact Information: JANE SMITH Phone Number: (202) 453-2000 Fax Number:

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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>. 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

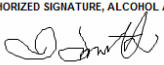
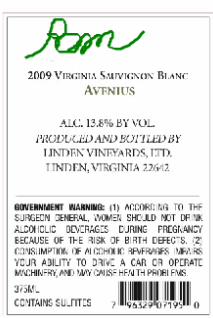
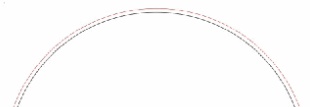
3.5.1 Printable E-filed COLA

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)

FOR TTB USE ONLY		OMB No. 1513-0020 (01/31/2009)	
TTB ID 09365001006666		DEPARTMENT OF THE TREASURY ALCOHOL AND TOBACCO TAX AND TRADE BUREAU APPLICATION FOR AND CERTIFICATION/EXEMPTION OF LABEL/BOTTLE APPROVAL (See Instructions and Paperwork Reduction Act Notice on Back)	
1. REP. ID. NO. (If any)	CT 81	OR 05	
PART I - APPLICATION			
2. PLANT REGISTRY/BASIC PERMIT/BREWER'S NO. (Required) BW-VA-6666	3. SOURCE OF PRODUCT (Required) ☒ Domestic ☐ Imported	8. NAME AND ADDRESS OF APPLICANT AS SHOWN ON PLANT REGISTRY, BASIC PERMIT OR BREWER'S NOTICE. INCLUDE APPROVED DBA OR TRADENAME IF USED ON LABEL (Required) POM VINEYARDS LTD 3777 HARRELS CORNER RD LINDEN VA 22642	
4. SERIAL NUMBER (Required) 090555	5. TYPE OF PRODUCT (Required) ☒ WINE ☐ DISTILLED SPIRITS ☐ MALT BEVERAGE		
6. BRAND NAME (Required) POM VINEYARDS		8a. MAILING ADDRESS, IF DIFFERENT	
7. FANCIFUL NAME (If any)			
8. EMAIL ADDRESS	10. FORMULA/SOP NO. (If any)	11. LAB. NO. & DATE / PREMIUM NO. & DATE (If any)	18. TYPE OF APPLICATION (Check applicable box(es))
12. NET CONTENTS 375 MILLILITERS	13. ALCOHOL CONTENT 13.8	14. WINE APPELLATION IF ON LABEL VIRGINIA	a. ☒ CERTIFICATE OF LABEL APPROVAL
15. WINE VINTAGE DATE IF ON LABEL 2009	16. PHONE NUMBER (540) 364-1997	17. FAX NUMBER (540) 364-3333	b. ☐ CERTIFICATE OF EXEMPTION FROM LABEL APPROVAL "For sale in _____ only" (Fill in state abbreviation.)
			c. ☐ DISTINCTIVE LIQUOR BOTTLE APPROVAL TOTAL BOTTLE CAPACITY BEFORE CLOSURE (Fill in amount)
			d. ☐ RE SUBMISSION AFTER REJECTION TTB ID NO. _____
19. SHOW ANY WORDING (a) APPEARING ON MATERIALS FIRMLY AFFIXED TO THE CONTAINER (e.g., caps, celloseals, corks, etc.) OTHER THAN THE LABELS AFFIXED BELOW, OR (b) BLOWN, BRANDED OR EMBOSSED ON THE CONTAINER (e.g., net contents etc.). THIS WORDING MUST BE NOTED HERE EVEN IF IT DUPLICATES PORTIONS OF THE LABELS AFFIXED BELOW. ALSO, PROVIDE TRANSLATIONS OF FOREIGN LANGUAGE TEXT APPEARING ON LABELS.			
PART II - APPLICANT'S CERTIFICATION			
Under the penalties of perjury, I declare, that all statements appearing on this application are true and correct to the best of my knowledge and belief, and, that the representations on the labels attached to this form, including supplemental documents, truly and correctly represent the content of the containers to which these labels will be applied. I also certify that I have read, understood and complied with the conditions and instructions which are attached to an original TTB F 5100.31, Certificate/Exemption of Label/Bottle Approval.			
20. DATE OF APPLICATION	21. SIGNATURE OF APPLICANT OR AUTHORIZED AGENT	22. PRINT NAME OF APPLICANT OR AUTHORIZED AGENT	

Figure 26: Printable E-filed COLA (Bottom)

PART III - TTB CERTIFICATE	
This certificate is issued subject to applicable laws, regulations and conditions as set forth in the instructions portion of this form.	
23. DATE ISSUED 01/05/2010	24. AUTHORIZED SIGNATURE, ALCOHOL AND TOBACCO TAX AND TRADE BUREAU 
FOR TTB USE ONLY	
QUALIFICATIONS STATUS THE STATUS IS APPROVED. CLASS/TYPE DESCRIPTION TABLE WHITE WINE	EXPIRATION DATE (if any)
AFFIX COMPLETE SET OF LABELS BELOW Image Type: Brand (front) Actual Dimensions: 2.25 inches W X 3.25 inches H	
	
Image Type: Back Actual Dimensions: 3.25 inches W X 3.25 inches H	
	

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

FOR TTB USE ONLY		OMB No. 1513-0020 (03/31/2012)	
TTB ID 10005-003-006666		DEPARTMENT OF THE TREASURY ALCOHOL AND TOBACCO TAX AND TRADE BUREAU APPLICATION FOR AND CERTIFICATION/EXEMPTION OF LABEL/BOTTLE APPROVAL (See Instructions and Paperwork Reduction Act Notice Below)	
1. REP. ID. NO. (If any) CT 209 OR 05		PART I - APPLICATION 8. NAME AND ADDRESS OF APPLICANT AS SHOWN ON PLANT REGISTRY, BASIC PERMIT, OR BREWER'S NOTICE. INCLUDE APPROVED DBA OR TRADENAME IF USED ON THE LABEL. (Required) Pom Creek Distilling Company 37777 Richardson Lane Ste 222 Purcellville, VA 20132-3505 DBA: Pom Creek Distilling Company	
2. PLANT REGISTRY/BASIC PERMIT/BREWER'S NO. (Required) DSP-VA-15555		8a. MAILING ADDRESS, IF DIFFERENT Pom Creek Distilling Company 444 Dresden Ct. Purcellville, VA 20132-3060	
3. SOURCE OF PRODUCT (Required) ☒ Domestic ☐ Imported		11. LAB. NO. & DATE/PRE-IMPORT NO. & DATE (If any) N/A	
4. SERIAL NUMBER (Required) YEAR 1 0 0 0 0 2		12. TYPE OF APPLICATION (Check applicable box(es)) a. ☒ CERTIFICATE OF LABEL APPROVAL b. ☐ CERTIFICATE OF EXEMPTION FROM LABEL APPROVAL "For sale in _____ only" (Fill in State abbreviation) c. ☐ DISTINCTIVE LIQUOR BOTTLE APPROVAL, TOTAL BOTTLE CAPACITY BEFORE CLOSURE (Fill in amount) d. ☐ RESUBMISSION AFTER REJECTION TTB ID _____	
5. TYPE OF PRODUCT (Required) ☒ WINE ☐ DISTILLED SPIRITS ☐ MALT BEVERAGES		13. WINE VINTAGE DATE (If on label) N/A	
6. BRAND NAME (Required) Pom Creek		14. WINE APPELLATION (If on label) N/A	
7. FANCIFUL NAME (If any) Pom Gin		15. PHONE NUMBER 540-751-8888	
9. E-MAIL ADDRESS scott@pomcreek.com		16. FAX NUMBER 540-751-3333	
10. FORMULA/SOP NO. (If any) 1		17. DATE OF APPLICATION 1/5/2010	
12. NET CONTENTS 750 ml		18. PRINT NAME OF APPLICANT OR AUTHORIZED AGENT E. Harris, Vice President	
13. ALCOHOL CONTENT 50% ABV		PART II - APPLICANT'S CERTIFICATION Under the penalties of perjury, I declare: that all statements appearing on this application are true and correct to the best of my knowledge and belief; and, that the representations on the labels attached to this form, including supplemental documents, truly and correctly represent the content of the containers to which these labels will be applied. I also certify that I have read, understood, and complied with the conditions and instructions which are attached to an original TTB F 5100.31, Certificate/Exemption of Label/Bottle Approval.	
14. WINE APPELLATION (If on label) N/A		PART III - TTB CERTIFICATE This certificate is issued subject to applicable laws, regulations, and conditions as set forth in the instructions portion of this form.	
15. WINE VINTAGE DATE (If on label) N/A		23. DATE ISSUED JAN 11 2010	
16. PHONE NUMBER 540-751-8888		24. AUTHORIZED SIGNATURE, ALCOHOL AND TOBACCO TAX AND TRADE BUREAU	
17. FAX NUMBER 540-751-3333		FOR TTB USE ONLY QUALIFICATIONS EXPIRATION DATE (If any)	
19. SHOW ANY WORDING (a) APPEARING ON MATERIALS FIRMLY AFFIXED TO THE CONTAINER (e.g., caps, cellophane, corks, etc.) OTHER THAN THE LABELS AFFIXED BELOW, OR (b) BLOWN, BRANDED, OR EMBOSSED ON THE CONTAINER (e.g., net contents, etc.). THIS WORDING MUST BE NOTED HERE EVEN IF IT DUPLICATES PORTIONS OF THE LABELS AFFIXED BELOW. ALSO, PROVIDE TRANSLATIONS OF FOREIGN LANGUAGE TEXT APPEARING ON LABELS. None.			
AFFIX COMPLETE SET OF LABELS BELOW (See General Instructions 4, 6, and 7) 			
TTB F 5100.31 (05/2009) PREVIOUS EDITIONS ARE OBSOLETE			

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.

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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.

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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.

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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" Certificates changes to "Expired" when the expiration date is reached.

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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.

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G

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).

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I

IM

Industry Member.

[Top](#)

N

NRC

National Revenue Center.

[Top](#)

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.

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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 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.

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R

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.

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S

SDLC

Systems Development Life Cycle.

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.

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T

TTB

Alcohol and Tobacco Tax and Trade Bureau.

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.

If you know the TTB ID number, this is the best way to search for individual COLAs. The TTB ID number for eApplications is supplied to the submitter in the "Application Submitted" confirmation message. The TTB ID number can be found in the upper left-hand corner of paper COLAs.

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.

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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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