

CeSub eDesigner

File Edit View Table Designer Output Tools Help

Template Name: CTP: Tobacco Product Ingredient Listing
File Name: TOBACCO_INTRO_904_v6_updated.xml

Version: 1.3
Last Modified: 05/05/2016 04:44:8 PM

Outline

- Listing of Ingredients
- Confirmation
- Overview
- Submitter Role and Submission Type
- Submission Type
- Role of Submitter
- Identification Information
 - Submitter Identification
 - Manufacturer of Imported Products
 - U.S. Agent
- Product and Ingredient Listing
 - Product Listing
 - Component Identification
 - Ingredient Listing
 - Identical Product Information
 - Additional Information

Screen: Overview

Listing of Ingredients in Tobacco Products

On June 22, 2009, the President signed the Family Smoking Prevention and Tobacco Control Act (Tobacco Control Act) (Public Law 111-31) into law. The Tobacco Control Act amended the Federal Food, Drug, and Cosmetic Act (the distribution of tobacco products to protect the public health generally and to reduce tobacco use by minors. To view the Tobacco Control Act, see [Public Law citation \(Pub. Law 111-31\)](#).

Complete the following question and answer form to list your ingredients or report any changes to your ingredients and submit the required data to FDA's Center for Tobacco Products via the FDA Electronic Submissions Gateway (ESG). To register with the FDA ESG, go to www.fda.gov/esg.

For your reference, see the [Guidance: Listing of Ingredients in Tobacco Products](#).

Please note, there are several icons within the application to help guide you. Most importantly, the light bulbs indicate additional instructions, definitions from the guidance document, and other helpful hints.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB control number for this information collection is 0910-0650 (expires 10/31/2015).

Blue dots indicate required fields.

OMB No. 0910-0650, Expiration Date: 10/31/2015

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Screen: Submitter Role and Submission Type

Submitter Role and Submission Type > Submitter Identification > Product and Ingredient Listing > Additional Information > Confirmation

You are in the **Submitter Role and Submission Type** section. In this section you will be asked to identify your role and type of submission (new or update to previous submission).

Based on your answers to this section, the application will tailor subsequent questions to ensure that you only answer those questions relevant to you.

[Instructions](#) and [helpdesk assistance \(esubmitter@fda.hhs.gov or 1-877-CTP-1373 \(1-877-287-1373\)\)](mailto:esubmitter@fda.hhs.gov) are available to help you create your eSubmitter submissions for the Center for Tobacco Products.

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Screen: Submission Type

Submission Type

Please follow the instructions below to select submission status properly.

Initial submission per 904(a)(1) for product(s) on the market as of June 22, 2009 (for cigarettes, cigarette tobacco, RYO, and smokeless tobacco) or August 8, 2016 (for other tobacco products) - Complete all sections of the submission form, including Contact Information and Products and Ingredients.

Initial submission per 904(c)(1) for new product(s) - Complete all sections of the submission form, including Contact Information and Products and Ingredients. Only include new products. Do not include a comprehensive list of all products.

Initial submission per 904(c)(1) for modification to existing product(s):

Initial submission per 904(c)(2) for modification to existing product(s)* - Complete all sections of the submission form, including Contact Information and Products and Ingredients. Only include products that are being modified due to a new tobacco additive or increases in the quantity of an existing tobacco additive.

Initial submission per 904(c)(3) for modification to existing product(s)* - Complete all sections of the submission form, including Contact Information and Products and Ingredients. Only include products that are being modified due to eliminating or decreasing an existing additive, or adds or increases an additive.

Amendment to correct previous product ingredient submission(s)** - Perform a Save As to save the previously submitted submission with a new file name. Open the newly named file and make necessary updates to the submission product information.

*If modification to a product involves more than one ingredient and is subject to both 904(c)(2) and 904(c)(3) reporting requirements, treat the modification to the product as falling under 904(c)(2).

** If you are only reporting an update or correction to contact information, do not use this form. Instead, please submit a letter to FDA indicating the update or correction.

Please note: If you are discontinuing or resuming a discontinued product per 905(i)(3), you are required to submit an update to product list through 905 only and not 904. If you are adding a product, you must submit an update to product list per 905(i)(3) as well as submit an ingredient listing for this product under 904(c)(1).

If you are unsure how to submit your information to CTP (e.g., corrections), please contact the help desk at eSubmitter@fda.hhs.gov or by telephone at 1-877-CTP-1373.

For information regarding the section 904 requirements, please refer to the [Guidance: Listing of Ingredients in Tobacco Products](#).

Submission Type (Please ensure that all products under this submission meet the definition of the checked submission type. Click lightbulb for definitions)

- Type a: Initial submission per 904(a)(1) for product(s) on the market as of June 22, 2009 (for cigarettes, cigarette tobacco, RYO, and smokeless tobacco) or August 8, 2016 (for other tobacco products)
- Type b: Initial submission per 904(c)(1) for new product(s)
- Type c: Initial submission per 904(c)(1) for modification to existing product(s)
- Type d: Initial submission per 904(c)(2) for modification to existing product(s)*
- Type e: Initial submission per 904(c)(3) for modification to existing product(s)*
- Type f: Amendment to correct previous product ingredient submission(s)**

Enter the previous product ingredient submission tracking number:

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Screen: Role of Submitter

Statutory Requirements

The requirements under section 904(a)(1) of the act apply to each tobacco product manufacturer or importer. Domestic manufacturers are to submit the required ingredient information for products they manufacture and, for tobacco products that are imported, the required ingredient information is to be submitted by either the foreign manufacturer or the importer of the product. This includes any tobacco product, whether for consumers or for further manufacturing.

Other provisions of the Tobacco Control Act pertinent to Ingredient Listing include Section 904(c) of the act.

Please note: For tobacco products that are imported, the required ingredient information is to be submitted by either the foreign manufacturer or the importer of the product. If you are reporting as an importer, and you are also a domestic tobacco product manufacturer, then you are also to submit the ingredient information for the products you manufacture. In this situation, you would submit twice - once as an importer and once as a tobacco product manufacturer.

For information regarding the section 904 requirements, please refer to the [Guidance: Listing of Ingredients in Tobacco Products](#).

Please identify your role:

- Manufacturer
- Importer

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File Name: TOBACCO_INTRO_904_v5_updated.xml

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Outline

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- Product and Ingredient Listing
 - Product Listing
 - Component Identification
 - Ingredient Listing
 - Identical Product Information
- Additional Information

Screen: Identification Information

Submitter Role and Submission Type > **Identification Information** > Product and Ingredient Listing > Additional Information > Confirmation

You are in the **Submitter Identification** section. This section requests contact and address information for the responsible individual submitting the Ingredient Listing submission.

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- Additional Information

Screen: Submitter Identification

To use the eSubmitters Address book, use the appropriate copy icons to the right.

Company Information

Company Name:

Company Headquarters D&B D-U-N-S® Number:

Company Headquarters FDA Assigned Facility Establishment Identification (FEI) Number:

Organization URL (e.g., www.fda.gov): (not in PDF)

Company Mailing Address:

Country:

Address - Line 1:

Address - Line 2:

City:

State:

State, Province, or Territory Name:

Zip or Postal Code:

Authorized Representative (Responsible official authorized to represent the submitter)

Prefix:

First Name/Given Name:

Middle Name:

Last Name:

Professional Suffix (e.g., MD, Ph.D.):

Position Title:

Email Address:

Telephone Number(s):

Telephone Number(s) 0 of 4 items in the list

Fax Number:

Fax Number(s) 0 of 1 items in the list

Mailing Address for the Authorized Representative (Responsible official authorized to represent the submitter)

Is the Manufacturer Point of Contact's Company Information the same as above? Yes No

Company Name:

Country:

Address - Line 1:

Address - Line 2:

City:

State:

Zip or Postal Code:

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Screen: Manufacturer of Imported Products

If you import products from more than one manufacturer, you must complete a separate submission for each manufacturer whose products you import, and identify the manufacturer in the next screen.

To use the eSubmitter's Address book, use the appropriate copy icons to the right.

Company Information

Company Name:

Company Headquarters D&B D-U-N-S® Number:

Company Headquarters FDA Assigned Facility Establishment Identification (FEI) Number:

Organization URL (e.g., www.fda.gov): (not in PDF)

Company Mailing Address

Country:

Address - Line 1:

Address - Line 2:

City:

State:

State, Province, or Territory Name:

Zip or Postal Code:

Manufacturer Authorized Representative (Responsible official authorized to represent the submitter)

Prefix:

First Name/Given Name:

Middle Name:

Last Name:

Generational Suffix:

Generational Suffix, if Other:

Professional Suffix (e.g., MD, Ph.D.):

Position Title:

Email Address:

Telephone Number(s):

0 of 4 items in the list

Telephone Number(s)

Fax Number:

0 of 1 items in the list

Fax Number(s)

Mailing Address for Manufacturer Authorized Representative	
Is the Importer Point of Contact's Company Information the same as above? <input type="radio"/> Yes <input type="radio"/> No	
Company Name:	<input type="text"/>
Country:	<input type="text"/>
Address - Line 1:	<input type="text"/>
Address - Line 2:	<input type="text"/>
City:	<input type="text"/>
State:	<input type="text"/>
State, Province, or Territory Name	<input type="text"/>
Zip or Postal Code:	<input type="text"/>

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Screen: U.S. Agent

U.S. Agent Contact Information

Prefix:

First Name/Given Name:

Middle Name:

Last Name:

Generational Suffix:

Generational Suffix, if Other:

Professional Suffix (e.g., MD, Ph.D.):

Position Title:

Email Address:

Telephone Number(s): 0 of 4 items in the list

Telephone Number(s)

Fax Number: 0 of 1 items in the list

Fax Number(s)

Mailing Address for U.S. Agent

Company Name:

Country:

Address - Line 1:

Address - Line 2:

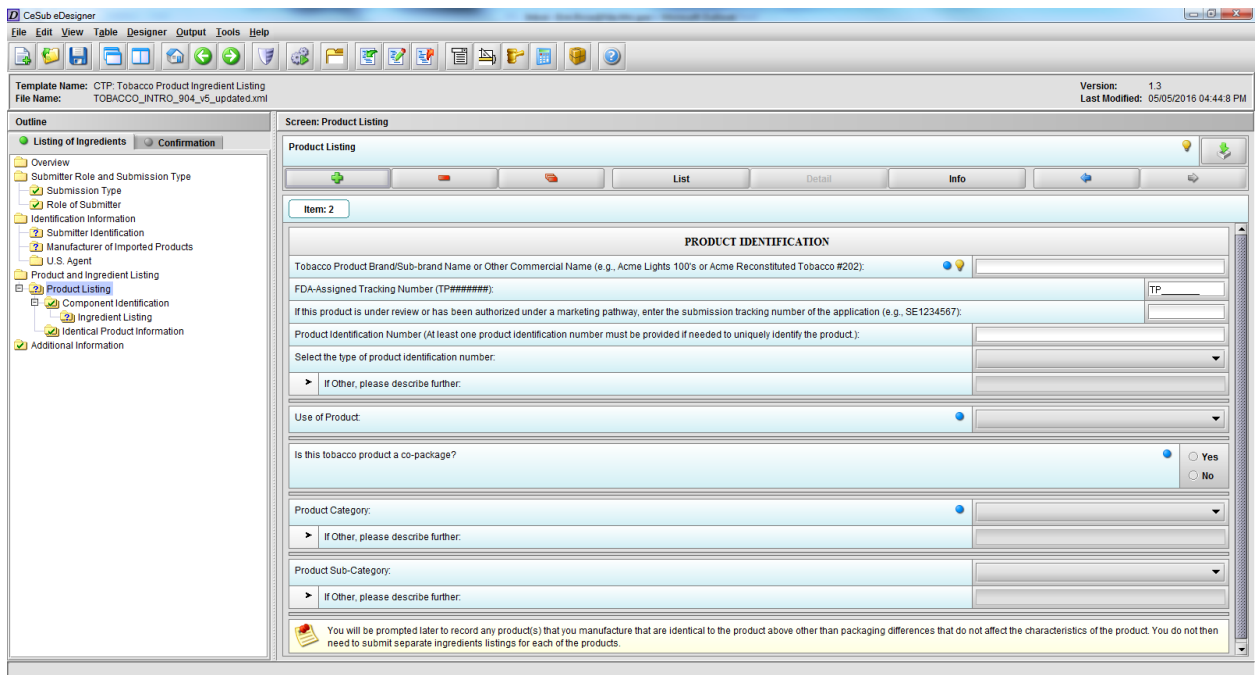
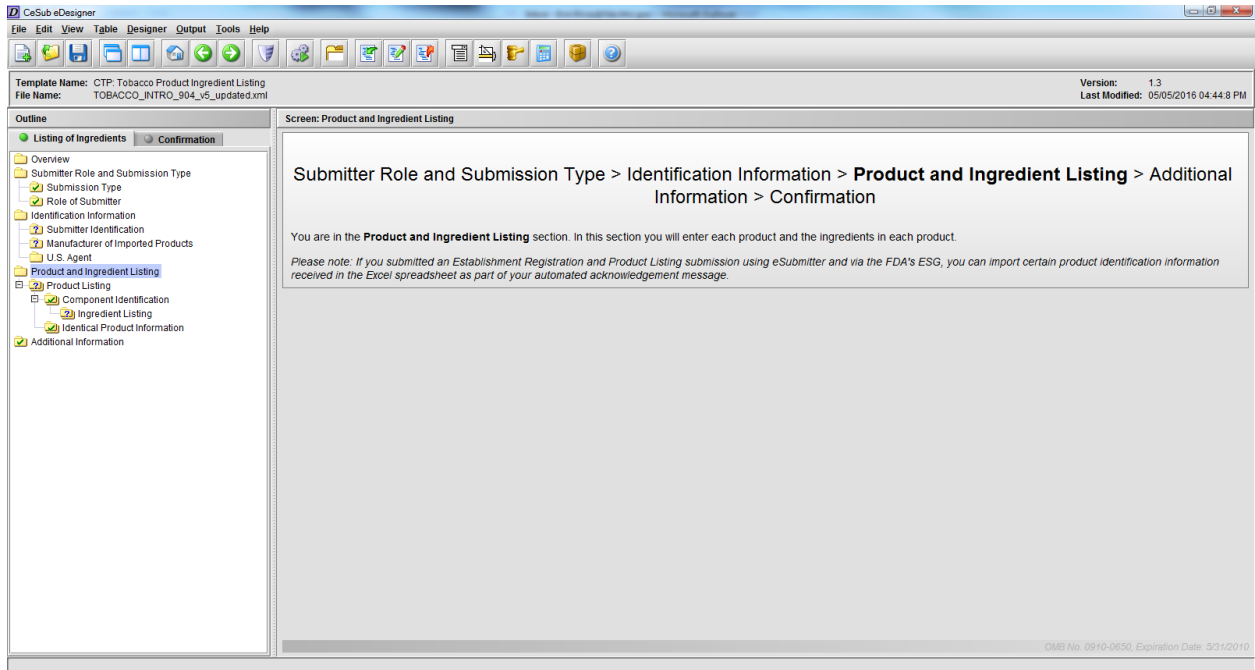
City:

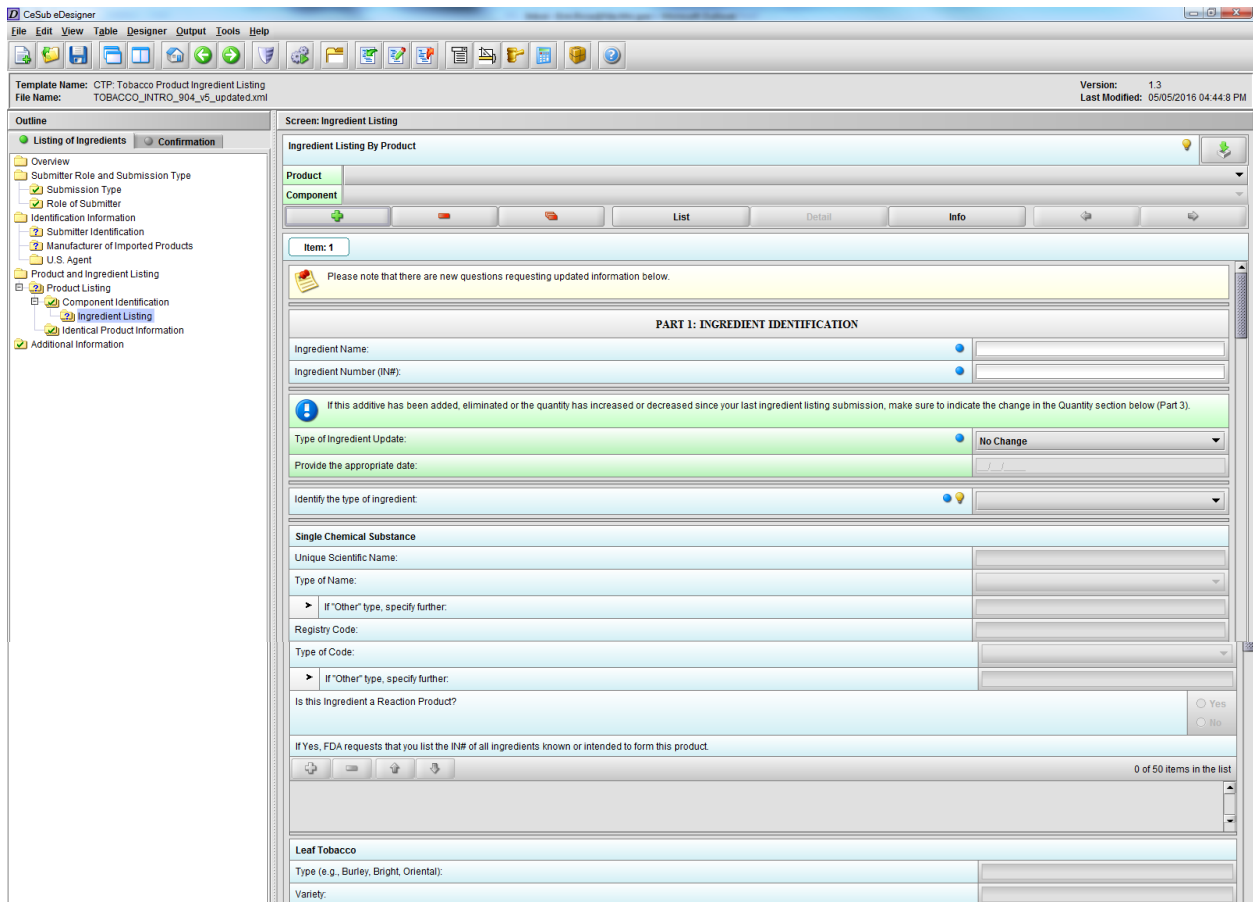
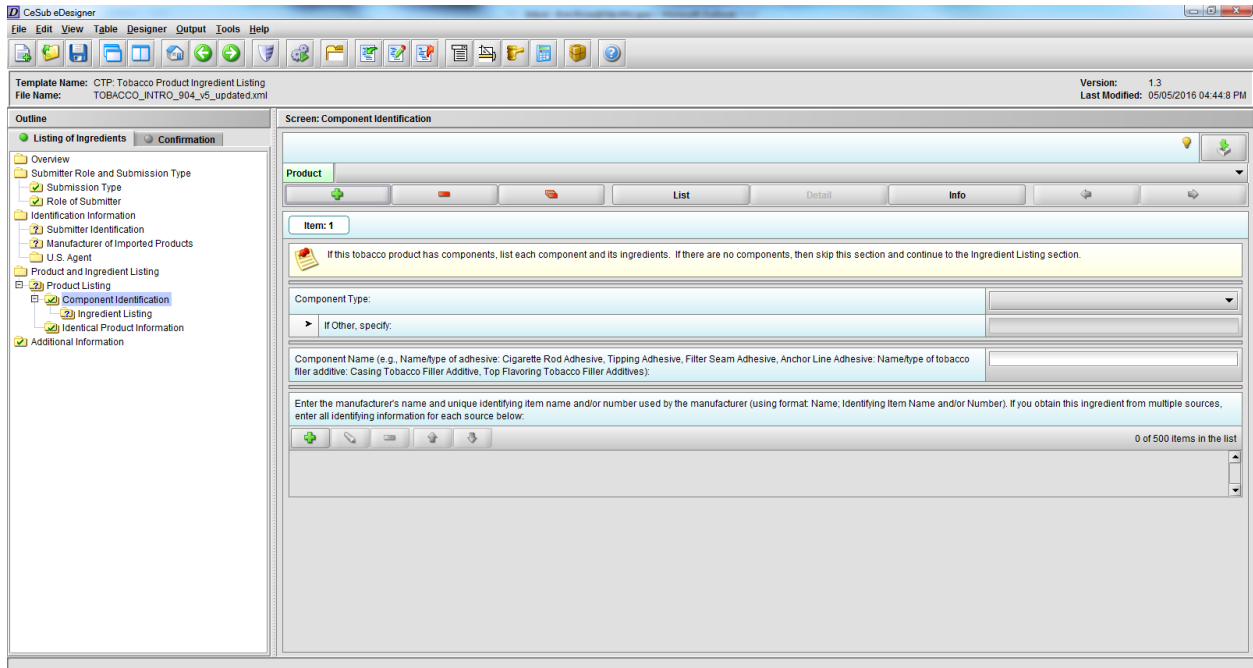
State:

State, Province, or Territory Name:

Zip or Postal Code:

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Screen: Identical Product Information
 Product
 List Detail Info
 Item: 1
 Below, you may record the identification information for any tobacco product(s) that you manufacture that are identical to the product listed in the previous screen other than packaging differences that do not affect the characteristics of the product. You do not then need to submit separate ingredients listings for each of the products.
 Tobacco Product Brand/Sub-brand Name or Other Commercial Name (e.g., Acme Lights 100's or Acme Reconstituted Tobacco #202):
 FDA Assigned Tobacco Product Tracking Number (TP#####): TP
 If this product is under review or has been authorized under a marketing pathway, enter the submission tracking number of the application (e.g., SE1234567):
 Product Identification Number (At least one product identification number must be provided if needed to uniquely identify the product.):
 Select the type of product identification number:

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Screen: Additional Information
 As of March 5, 2015, the CTP Product Ingredient Listing Form has been updated to include the new Cover Letter section below. The Additional Submission Documents section supports attaching multiple files at once using the SHIFT or CTRL keys.
Cover Letter
 If you have a cover letter, please attach it here.
 File Attachment
Additional Submission Documents
 Please attach any additional documentation relevant to this submission (e.g., chart, graph, index, table of contents, etc.).
 0 items in the list

Title	Name	Date	Size	Path

Submission Comments
 Please enter any submission comments below.

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Outline
 Listing of Ingredients Confirmation
 Instructions
 Confirmation Statement
 Package Files for Submission

Screen: Instructions
 Introduction > Submitter Identification > Ingredient Listing > **Confirmation**
 You are now in the **Confirmation** section. This section contains a confirmation statement, and requests additional contact and address information, as needed. Your last step in this section is to package your submission for transmission to the Center for Tobacco Products.
 The packaging process will validate that you have completed data entry.

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Screen: Confirmation Statement
 Warning: A willfully false statement is a criminal offense, U.S. Code, title 18, section 1001.
 The data and information in this submission have been reviewed and, to the best of my knowledge, are certified to be true and accurate. I agree to report changes to this information as required under section 904(c) of the act.
 To use the eSubmitter's Address book, use the appropriate copy icons to the right.

Authorized Representative or U.S. Agent Contact Information
 Prefix:
 First Name:
 Middle Name:
 Last Name:
 Generational Suffix:
 Generational Suffix, if Other:
 Professional Title:
 Position Title:
 Email Address:
 Telephone Number(s): 0 of 4 items in the list
 Fax Number(s): 0 of 1 items in the list
Mailing Address for Authorized Representative or U.S. Agent
 Company Name:
 Country:
 Address - Line 1:
 Address - Line 2:
 City:
 State:
 State, Province, or Territory Name:
 Zip or Postal Code:

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