

## Substantial Equivalence (SE) Form

eSubmitter - TEST

File Edit View Table Output Tools Help

Submission Name: SE\_Form\_012020  
Report Type: CTP: Transmittal Form

Last Modified:  
Date Packaged:

Screen View Overview: Overview

Notice: eSubmitter submission templates are updated monthly. Using updated templates for your submission helps ensure the latest fields and structure of each submission can be received and processed by the FDA. When you create a new submission, eSubmitter will provide the newer template. If you want to create a submission from a prior submission, you can use the 'Save As' option and eSubmitter will load the newer template. However, if eSubmitter updates are blocked by your IT infrastructure then eSubmitter cannot load the newer template. If eSubmitter updates are being blocked, check the FDA eSubmitter application history on the eSubmitter webpage to locate important CTP template updates so that you can perform manual reinstalls as needed. <http://www.fda.gov/ForIndustry/FDAeSubmitter>

### CTP Submission

Use the arrows to navigate the submission screens.

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.

**Blue dots indicate required fields.**

Outline View



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Screen View **Applicant Identification: Role Identification**

Overview > **Role Identification** > Manufacturer Identification > Submission Type > Submission Attachments

You are in the **Role Identification** section. This section requests the submitter to identify whether they are a manufacturer or importer.

Helpdesk assistance ([esubmitter@fda.hhs.gov](mailto:esubmitter@fda.hhs.gov)) is available to help you create your eSubmitter submissions for the Center for Tobacco Products.



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Screen View Applicant Identification: Role of Submitter

Type of Applicant:

- Manufacture, fabricate, assemble, process, label a tobacco product
- Import a finished tobacco product for sale or distribution in the U.S.
- Other



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Screen View Applicant Identification: Manufacturer Identification

Overview > Role Identification > **Manufacturer Identification** > Submission Type > Submission Attachments > Confirmation

You are in the **Manufacturer Identification** section. This section requests contact and address information for the company responsible for the submission.



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Screen View Applicant Identification: Submitter Identification



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



Organization Information

Organization Name:	<input type="text"/>
Organization Headquarters D&B D-U-N-S® Number:	<input type="text"/>
Organization Headquarters FDA Assigned Facility Establishment Identification (FEI) Number:	<input type="text"/>
Organization URL (e.g., www.fda.gov):	<input type="text"/>

Organization Mailing Address:

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"/>

Authorized Representative (Responsible official authorized to represent the submitter)

Prefix:	<input type="text"/>
First Name/Given Name:	<input type="text"/>
Middle Name:	<input type="text"/>
Last Name:	<input type="text"/>
Generational Suffix:	<input type="text"/>
▶ Generational Suffix, If Other:	<input type="text"/>
Professional Suffix (e.g., MD, Ph.D.):	<input type="text"/>
Position Title:	<input type="text"/>
Email Address:	<input type="text"/>
Telephone Number(s):	<input type="text"/>

		0 of 4 items in the list (1 required)
Telephone Number(s)		
<hr/>		
Fax Number:		
		0 of 1 items in the list
Fax Number(s)		
<hr/>		
<b>Mailing Address for the Authorized Representative (Responsible official authorized to represent the submitter)</b>		
Is the Authorized Representatives' Organization Information the same as above?		<input checked="" type="radio"/> Yes <input type="radio"/> No
Organization Name:		
Country:		
Address - Line 1:		
Address - Line 2:		
City:		
State:		
State, Province, or Territory Name		
Zip or Postal Code:		
		



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**Screen View** Applicant Identification: Manufacturer of Imported Products



To use the eSubmitter Address Book, use the appropriate copy icons to the right.



**Organization Information**

Organization Name:	<input type="text"/>
D&B D-U-N-S® Number:	<input type="text"/>
FDA Establishment Identifier (FEI):	<input type="text"/>
Organization URL(e.g., www.fda.gov):	<input type="text"/>

**Organization Mailing Address:**

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 View Applicant Identification: Alternate Point of Contact

Is there an alternate point of contact who is legally authorized to speak on behalf of the manufacturer?

Yes  
 No

What is the role of the Alternate Point of Contact?

Dropdown menu

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



Alternate Point of Contact (Secondary point of contact for applicant)

Prefix:

First Name/Given Name:

Middle Name:

Last Name:

Generational Suffix:

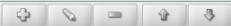
▶ Generational Suffix, if Other:

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

Position Title:

Email Address:

Telephone Number(s)



Telephone Number(s)

0 of 4 items in the list

Fax Number.



Fax Number(s)

0 of 1 items in the list



Submission Name: SE\_Form\_012020  
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Screen View **Submission Type: Instructions**

Overview > Role Identification > Manufacturer Identification > **Submission Type** > Submission Attachments

You are in the **Submission Type** section. This section requests the submitter to identify their submission type.

◀ Outline View ▶



Submission Name: SE\_Form\_012020  
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Screen View Submission Type: Submission Content



Please identify the submission:

● 905(j)(1)(A)(i) Substantial Equivalence ▾



Submission Name: SE\_Form\_012020  
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Screen View Submission Attachment(s): Submission Attachment(s)

Overview > Role Identification > Manufacturer Identification > Submission Type > **Submission Attachments**

You are in the **Submission Attachments** section.

**Cover Letter**

If you have a cover letter, please attach it here.

File Attachment    

**Index File**

Please download the eTTD index template, fill out with information on all the documents in your submission, and attach the completed spreadsheet below.  
Please click on the [spreadsheet](#) link to launch the pre-formatated spreadsheet.

Index file attachment

File Attachment    

**Main Contents**

Provide a descriptor of the main contents for your submission

File Attachment    

**Administrative Files**

Administrative Files (Check all that apply):

- Table of Content
- Submission Summary
- Statements of Certification

Provide your administrative files:

      0 items in the list

Title	Name	Date	Size	Path

**Submission Attachments**

Please attach any additional documents relevant to this submission (e.g., chart, graph, etc.).



0 items in the list

Title	Name	Date	Size	Path
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**Submission Comments**

Please enter any submission comments below.





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Screen View **Substantially Equivalent Submission: Overview**

## Tobacco Substantial Equivalence Report Submission

### Family Smoking Prevention and Tobacco Control Act

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 (FD&C Act).

#### Statutory Requirements

**Section 910(a)(1)** of the FD&C Act defines a new tobacco product as "(A) any tobacco product (including those products in test markets) that was not commercially marketed in the United States as of February 15, 2007; or (B) any modification (including a change in design, any component, any part, or any constituent, including a smoke constituent, or in the content, delivery or form of nicotine, or any other additive or ingredient) of a tobacco product where the modified product was commercially marketed in the United States after February 15, 2007."

**Section 910(a)(2)** of the FD&C Act states that premarket review is required for new tobacco products. There are three pathways to receive marketing authorization. Substantial equivalence is one of the three pathways.

**Section 910(a)(3)** of the FD&C Act states that "substantial equivalence" means, with respect to the tobacco product being compared to the predicate tobacco product, that the Secretary by order has found that the tobacco product "(i) has the same characteristics as the predicate tobacco product; or (ii) has different characteristics and the information submitted contains information, including clinical data if deemed necessary by the Secretary, that demonstrates that it is not appropriate to regulate the product under this section because the product does not raise different questions of public health."

**Section 905(j)(1)(A)(i)** of the FD&C Act includes the timeframe and basis for submission of a substantial equivalence Report (SE Report).

Complete the following question and answer form for the Substantial Equivalence Report and submit the required data to FDA's Center for Tobacco Products via the [CTP Portal](#) or FDA Electronic Submissions Gateway (ESG). To register with the FDA ESG, go to [www.fda.gov/esg/](http://www.fda.gov/esg/).

For your reference, see the [Overview of Substantial Equivalence \(SE\)](#).

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 6/30/2019).

**Blue dots indicate required fields.**



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Screen View **Substantially Equivalent Submission: SE Report Type**

### Substantial Equivalence Report Type

Select Report Type:

- Full Substantial Equivalence Report
- Streamlined Substantial Equivalence Report
- Amendment to Substantial Equivalence Report

STN being Amended:



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Screen View **Substantially Equivalent Submission: Submission Information**

Overview > **Submission Information** > Tobacco Product Information > Predicate Manufacturer Information > Manufacturing/Packaging Sites Information > Submission Information and Contents

You are in the **Submission Information** section. This section requests information related to the submission, along with any cross references and formal meetings.



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**Screen View** **Substantially Equivalent Submission: Submission Information**

Type of Application  Same Characteristics Report  
 Different Characteristics Report

Submission Summary (As described in 21 CFR 1107.18(d), please summarize the submission below):



Proposed modification(s) to the New Tobacco Product (as compared to the predicate tobacco product) (Check all that apply):

- Tobacco Blend
- Design
- Material
- Container Closure System
- Heating Source
- Product Quantity
- Ingredients
- Other

▶ Ingredients (specify):



▶ Other (specify):





Submission Name: SE\_Form\_012020  
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**Screen View** Substantially Equivalent Submission: Cross References - Master Files

**List** **Detail** **Info**

Item: 1 [Add New Item](#)

STN:

Letter of Authorization attachment

File Attachment

Information and Sections to be referenced from Master File





Submission Name: SE\_Form\_012020  
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Screen View **Substantially Equivalent Submission: Cross References - SE Report or MRTF**



Navigation tabs: **List**

Item: 1

New Tobacco Product Name of the Cross-referenced STN

Cross-referenced Submission Type

Other

Cross-referenced Submission STN

Document Filename

Document or Study Title

Date Submitted

Table of Contents Category

Document Key Word(s)  
 0 of 10 items in the list

OPTIONAL- Enter words that describe the content of the document



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Screen View Substantially Equivalent Submission: Related Submissions



Buttons: +, -, List, Detail, Info, ←, →

Item: 1

List the FDA submission tracking numbers (STNs) for all your previous requests for the new tobacco products (e.g., ITP, SE, MRTPA) where applicable

New Tobacco Product Name of Related Submission

Related Submission Type

Other

Related Submission STN



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**Screen View** Substantially Equivalent Submission: Formal Meetings

Meetings



Item: 1 Formal Meetings Held with FDA pertaining to this tobacco product (For each meeting, as needed, enter the STN number and meeting held date.)

New Tobacco Product Name (Provide product name if meeting is relevant to a specific product)

Meeting STN (e.g.: TC1234567)

Meeting Held Date



Submission Name: SE\_Form\_012020  
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Screen View **Substantially Equivalent Submission: Tobacco Product Information**

Overview > Submission Information > **Tobacco Product Information** > Predicate Manufacturer Information > Manufacturing/Packaging Sites Information > Submission Information and Contents

You are in the **Tobacco Product Information** section. This section requests tobacco product information, including product category and product sub-category.

Check this box if your product is co-packaged, meaning multiple components are contained in the same container closure system (e.g., a tin that contains both loose tobacco filler and rolling papers together)

Click this link to download the Product Spreadsheet to your local machine.

Please select 'SE' as your application type, then fill in your information on the spreadsheet and attach it below.

[Tobacco Product Information Spreadsheet](#)

 Please fill in information for only one product in this spreadsheet. If you would like to submit information for multiple products, please use the 'save-as' feature to create a submission for each product, and fill in the spreadsheet for information pertaining to that product.  
Please save your attach your spreadsheet as an 'xlsx' document, not an 'xsm'.

Attach your Tobacco Product Information spreadsheet

File Attachment 



Submission Name: SE\_Form\_012020  
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Date Packaged:

**Screen View**   **Substantially Equivalent Submission: Predicate Tobacco Product Basis**

Select the statement below that applies to the predicate tobacco product, and then complete all necessary information for that statement.

- The predicate tobacco product identified above was submitted for GF review independently of this SE Report and was determined to be a grandfathered (GF) product.
- The predicate tobacco product was previously found to be substantially equivalent.
- The predicate tobacco product was not previously submitted for GF review and was not previously found to be substantially equivalent, but we believe it to be a grandfathered product.

Name of Product:	<input type="text"/>
GF/SE STN	<input type="text"/>
Date of FDA's GF/SE Determination	<input type="text"/>



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**Screen View** Substantially Equivalent Submission: Commercial Marketing

Complete the section below and attach all documentation, which must demonstrate the predicate tobacco product identified above was commercially marketed other than for test marketing in the United States as of February 15, 2007

Type of Evidence	
Other:	
Date of Evidence	● / /
Evidence of Identifier (e.g., Invoice Number)	●
Commercial Information (e.g., UPC Code, SKU Number)	●

**Commercially Marketed Business Address**

Country:	●	
Address - Line 1	●	
Address - Line 2:	●	
City:	●	
State:	●	
State, Province, or Territory Name:	●	
Zip Code or Postal Code:	●	

Attach all documentation:

Attach all documentation: <span style="float: right;">0 items in the list</span>					
Title	Name	Date	Size	Path	

I confirm that the predicate tobacco product was commercially marketed (other than exclusively for test marketing) in the United States as of February 15, 2007.



Submission Name: SE\_Form\_012020  
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Date Packaged:

Screen View **Substantially Equivalent Submission: Predicate Manufacturer**

Overview > Submission Information > Tobacco Product Information > **Predicate Manufacturer Information** > Manufacturing/Packaging Sites Information > Submission Information and Contents

You are in the **Tobacco Product Information** section. This section requests tobacco product information, including product category and product sub-category.



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**Screen View** **Substantially Equivalent Submission: Predicate Manufacturer Information**

Is this Predicate Tobacco Product Manufacturer the same as the Submitter/Applicant?  Yes  No

To use the eSubmitter Address Book, use the appropriate copy icons to the right.

Predicate Tobacco Product Name (Brand/Sub-Brand):

**Organization Information**

Organization Name:   
D&B D-U-N-S® Number:   
FDA Establishment Identifier (FEI):   
Organization URL(e.g., www.fda.gov):

**Organization Mailing Address:**

Country:   
Address - Line 1:   
Address - Line 2:   
City:   
State:   
State, Province, or Territory Name:   
Zip or Postal Code:



Submission Name: SE\_Form\_012020  
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Screen View **Substantially Equivalent Submission: Manufacturing / Packaging Sites Relating to a Submission**

Overview > Submission Information > Tobacco Product Information > Predicate Manufacturer Information > **Manufacturing/Packaging Sites Information** > Submission Information and Contents

You are in the **Tobacco Product Information** section. This section requests tobacco product information, including product category and product sub-category.



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Screen View **Substantially Equivalent Submission: Manufacturing / Packaging Sites Information**

Navigation bar with icons for home, back, forward, and search, and buttons for List, Detail, and Info.

Item: 1 Add New Item

Manufacturer Type

Manufacture  
 Contractor Manufacturer  
 Repacker/Relabeler

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

**Organization/Institution Information**

Organization/Institution Name:

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

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

Division Name:

Organization URL (e.g., www.fda.gov):

**Organization/Institution Mailing Address:**

Country:

Address - Line 1:

Address - Line 2:

City:

State:

State, Province, or Territory Name:

Zip or Postal Code:

**Organization/Institution Contact Information**

Prefic:

First Name/Given Name:	<input type="text"/>
Middle Name:	<input type="text"/>
Last Name:	<input type="text"/>
Generational Suffix:	<input type="text"/>
> Generational Suffix, if Other:	<input type="text"/>
Professional Suffix (e.g., MD, Ph.D.):	<input type="text"/>
Position Title:	<input type="text"/>
Email Address:	<input type="text"/>
Telephone Number(s):	<input type="text"/>
    	0 of 4 items in the list
Telephone Number(s)	
<input type="text"/>	
Fax Number:	<input type="text"/>
    	0 of 1 items in the list
Fax Number(s)	
<input type="text"/>	

 **Outline View** 



Submission Name: SE\_Form\_012020  
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Date Packaged:

Screen View **Substantially Equivalent Submission: Submission Information and Contents**

Overview > Submission Information > Tobacco Product Information > Predicate Manufacturer Information > Manufacturing/Packaging Sites Information > **Submission Information and Contents**

You are in the **Submission Information and Contents** section.

Submission Attachment(s)

Do you have a single file or multiple files to upload?

Single File  
 Multiple Files

SINGLE FILE

Please attach your file.

File Attachment



What is included in the single file? Select all that apply.

Administrative

- Basis of SE Determination
- Unique identification of new tobacco product(s) and predicate tobacco product(s)

Product Information

- List of Ingredients
- Information on Manufacturing Process

Health and Research (Select only one if this applies)

- Health Information Summary
- Health Information Statement

Comparisons (New vs. Predicate Tobacco Product)

- Product Design
- Heating Sources
- Stability
- Applicant's basis for SE
- Comparison to grandfathered product (Check only if predicate product was previously found SE.)
- Composition - Materials
- Composition - Ingredients, Tobacco

		<input type="checkbox"/> Composition - Ingredients, Non-Tobacco
		<input type="checkbox"/> Other features - HPHC
		<input type="checkbox"/> Other (Specify below)
<b>Other</b>		
Environmental Considerations (Select only one if this applies)		<input type="radio"/> Environmental Assessment
		<input type="radio"/> Claim for Categorical Exclusion
<b>MULTIPLE FILES</b>		
Indicate the categories for the multiple files in this submission		<input checked="" type="radio"/> Administrative
		<input type="checkbox"/> Product Information
		<input type="checkbox"/> Health and Research
		<input type="checkbox"/> Comparisons
		<input type="checkbox"/> Environmental Considerations
  		



Submission Name: SE\_Form\_012020  
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Date Packaged:

**Screen View** Substantially Equivalent Submission: Administrative Documents

Administrative Documents

Administrative

- Basis of SE Determination
- Unique identification of new tobacco product(s) and predicate tobacco product(s)

Attach your files:



0 items in the list

Title	Name	Date	Size	Path



Submission Name: SE\_Form\_012020  
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Date Packaged:

**Screen View** Substantially Equivalent Submission: Product Information Documents

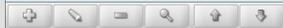


Product Information Documents

Product Information

- List of Ingredients
- Information on Manufacturing Process

Attach your files:



0 Items in the list

Title	Name	Date	Size	Path



Submission Name: SE\_Form\_012020  
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Last Modified:  
Date Packaged:

**Screen View** Substantially Equivalent Submission: Health and Research Documents



Health and Research Documents

Health and Research

- Health Information Summary
- Health Information Statement

Please attach your health information document

File Attachment





Submission Name: SE\_Form\_012020  
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Last Modified:  
Date Packaged:

Screen View **Substantially Equivalent Submission: Comparisons Documents**

Comparisons Documents

Comparisons (New vs. Predicate Tobacco Product)

- Product Design
- Heating Sources
- Stability
- Applicant's basis for SE
- Comparison to grandfathered product (Check only if predicate product was previously found SE.)
- Composition - Materials
- Composition - Ingredients, Tobacco
- Composition - Ingredients, Non-Tobacco
- Other features - HPHC
- Other (Specify below)

Other

Attach your files:



0 items in the list

Title	Name	Date	Size	Path
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Submission Name: SE\_Form\_012020  
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**Screen View** Substantially Equivalent Submission: Environmental Considerations Documents

**Environmental Considerations Documents**

Environmental Considerations (Select only one if this applies)

- Environmental Assessment
- Claim for Categorical Exclusion

Please attach your environmental considerations document

File Attachment





Submission Name: SE\_Form\_012020  
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Last Modified: 01/11/2021 12:20:45 PM  
Date Packaged:

Screen View **Packaging: Package Files for Submission**



You have reached the end of this submission. You may now package the submission and transmit it to CTP via the CTP Portal or ESG or on CD-ROM in order to fulfill your requirements. Submission via the CTP Portal or the Electronic Submission Gateway provides secure transmission and enables the FDA to provide you with an automated acknowledgement of receipt.

At this time, you may save and close this submission to return to it at a later time. To do so, simply click Save and then Close from the File Menu or top Tool Bar. To re-open this submission after closing, select Open Existing Submission from the Intro Screen or Open from the File Menu.

If you would like to package this submission at this time in preparation for transmitting to FDA, please begin the packaging process by selecting Output > Package Files for Submission or by clicking the Package icon from the top toolbar. If any required data is missing, the packaging process will not begin and a Missing Data Report will be displayed. Please ensure that all required questions are completed and all applicable documents have been attached within the submission. Specific directions for packaging your submission can be found in the eSubmitter User Manual and/or Quick Guide.

If you would like to prepare another submission to fulfill other FDA requirements, please select "New" from the File Menu to begin compiling a new submission and be sure to select the appropriate submission type.