

COLAs Online Screen Shots — OMB No. 1513-0020

Screen Shots of COLAs Online, the electronic equivalent of TTB F 5100.31, Application for and Certification/Exemption of Label/Bottle Approval.

Log-in Screen:

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

Need to change or reset your password? Please see the [Password Change Quick Reference Guide](#) (PDF).

COLAs Online 4.5 is here! This release includes validation for single label submissions, a mandatory label information checklist, flagging of approved applications that require attention, capability for industry members to download details about all their applications and those submitted under the same permit (privacy filters apply) and enhanced on-screen guidance for some fields. For details and additional changes, check out [What's New in COLAs Online 4.5](#) (PDF).

Formulas Online 2.7 is here! This latest release includes improved handling when viewing multiple submissions at once to prevent you from unintentionally updating the wrong one. For details and additional changes, check out [What's New in Formulas Online 2.7](#) (PDF).

Formulas Online Update. We have made the system update to Formulas Online that will impact the file types allowed for document attachments. In order to improve image rendering by various Web browsers, we will **no longer accept TIFF files** (.tif, .tiff). You will still be able to view existing TIFF files.

If you have any questions, please contact us at TTB.Helpdesk@ttb.gov

COLAs Online:

- [COLAs Online software release notices](#)
- [Processing times for label applications](#)
- [How to check status of label applications](#) (PDF)

Formulas Online:

- [Does my product require formula approval?](#)
- [Formulas Online software release notices](#)
- [Processing times for formula applications](#)
- [How to check status of formula applications](#) (PDF)
- [Top 10 Reasons for Formula Submission Returns](#)

(NOTE: Users register to use COLAs Online under OMB Control No. 1513-0111, COLAs Online Access Request.)

January 2022

Log-in Screen continued:

https://pilot.ttbonline.gov/TTBOnline/

Rocis.Gov: Warning Page

TTB Online - Welcome to T...

File Edit View Favorites Tools Help

GPO Style Manual OFR - Writing Resources F... TTB Sharepoint TTBweb Home Page TTB Internet Site

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COLAs Online: <ul style="list-style-type: none">• COLAs Online software release notices• Processing times for label applications• How to check status of label applications (PDF)	Formulas Online: <ul style="list-style-type: none">• Does my product require formula approval?• Formulas Online software release notices• Processing times for formula applications• How to check status of formula applications (PDF)• Top 10 Reasons for Formula Submission Returns
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Having trouble getting Formulas Online to work properly? 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](#) (PDF) for more information.

PRIVACY POLICY

PRIVACY IMPACT ASSESSMENT

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

If you have difficulty accessing any information in the site due to a disability, please contact us via [online inquiry](#) and we will do our best to make the information available to you.

This site is best viewed at 1280x800 screen resolution or higher using Internet Explorer 8.0 or higher.
TTB PORTAL Version 1.5.11

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.

Windows taskbar: 10:05 AM 11/21/2018

URL to Privacy Policy: https://www.ttb.gov/about/privacy_policy.shtml. URL to Privacy Impact Assessment: <https://www.ttb.gov/foia/pia.shtml>.

January 2022

Government System Warning:

The screenshot shows a web browser window with the URL <https://pilot.ttbonline.gov/TTBOnline/>. The browser's address bar also displays "Rocis.Gov: Warning Page" and "TTB Online - Welcome to T...". The website header includes the TTBONLINE.GOV logo and the text "ALCOHOL AND TOBACCO TAX AND TRADE BUREAU U.S. DEPARTMENT OF THE TREASURY". A navigation bar contains links: REGISTER, HOW TO REGISTER, PUBLIC COLA REGISTRY, FAQ, and CONTACT US. A modal dialog box titled "Message from webpage" is centered on the screen. It contains a warning message: "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." Below the message, it says "If you accept, please press 'OK' otherwise exit from the system." and provides "OK" and "Cancel" buttons. A red rectangular box highlights the main content area of the website, which includes a section titled "Need to change or reset your password? Please see the [Password Ch...](#)". Below this, there are several announcements: "COLAs Online 4.5 is here!", "Formulas Online 2.7 is here!", and "Formulas Online Update." Each announcement provides details about system changes and links to related documents. At the bottom, there are two columns of links: "COLAs Online:" and "Formulas Online:". The Windows taskbar at the bottom shows the date and time as 10:06 AM on 11/21/2018.

Already registered? Log in:

Message from webpage

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If you accept, please press 'OK' otherwise exit from the system.

OK Cancel

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User clicks "OK" to acknowledge the Government System Warning.

COLAs Online Entry Page, reached after log-in and acknowledging government system warning:

https://pilot.ttbonline.gov/colasonline/loginExt.do

Rocis.Gov: Warning Page

TTB Online - COLAs Online ... X

File Edit View Favorites Tools Help

GPO Style Manual OFR - Writing Resources F... TTB Sharepoint TTBweb Home Page TTB Internet Site

COLAs Online
ALCOHOL AND TOBACCO TAX AND TRADE BUREAU

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

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

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

My eApplications

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

[Create an eApplication](#)

No eApplications found that were saved but not submitted or submitted by your User Name.

[Export all Applications](#)

Search by TTB ID: [Search](#) [Advanced Search](#)

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

UNITED STATES
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TTB COLAS Version 4.5 Build 95

10:07 AM
11/21/2018

Clicking on “Create an eApplication” results in the following screen:

January 2022

Allowable Revisions Screen informs the user about allowable revisions to COLAs that do not require a new application:

The screenshot shows a web browser window displaying the 'COLAs Online' portal for the Alcohol and Tobacco Tax and Trade Bureau (TTB). The page title is 'COLAs Online' and the subtitle is 'ALCOHOL AND TOBACCO TAX AND TRADE BUREAU'. The main heading is 'Allowable Changes to Approved Labels' with a note that fields are required. A section titled 'Did You Know You Can Make Certain Changes to Your Labels Without Obtaining a New Certificate of Label Approval (COLA)?' provides information about making changes to previously approved labels. It includes a link to the 'complete list of allowable revisions' and a checkbox for 'Yes, I have read the list of allowable revisions'. The 'Continue' button is visible. The footer contains contact information for the TTB, a disclaimer, and a warning about system usage.

https://pilot.ttbonline.gov/colasonline/allowableRevisionsConfirmatio

File Edit View Favorites Tools Help

GPO Style Manual OFR - Writing Resources F... TTB Sharepoint TTBweb Home Page TTB Internet Site

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

COLAs Online
ALCOHOL AND TOBACCO TAX AND TRADE BUREAU

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

Formulas Online

- Home: My eApplications
- Create an eApplication
- Search for eApplications
- My Profile
- Contact Us
- Instructions
- Log Off

Allowable Changes to Approved Labels
* fields are required

Did You Know You Can Make Certain Changes to Your Labels Without Obtaining a New Certificate of Label Approval (COLA)?

If you are considering making changes to previously approved labels, please review the [complete list of allowable revisions](#) before you submit your COLA application; you may not need to send us the revised labels at all!

- Examples of Labels with Allowable Changes
- Complete List of Allowable Revisions To Approved Labels (Printer-Friendly Version)
- Webinar Presentation: Allowable Revisions To Approved Labels

☐ * Yes, I have read the list of allowable revisions

Cancel Continue

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

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TTB COLAS Version 4.5 Build 95

10:09 AM
11/21/2018

Allowable versions link: https://www.ttb.gov/labeling/allowable_revisions.shtml#completeList. Checking the “Yes, I have read the list of allowable revisions” box and clicking “Continue” results in this page:

Create Application — Step 1 of 3: Application Type page:

COLAs Online
ALCOHOL AND TOBACCO TAX AND TRADE BUREAU

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

Create Application
Step 1 of 3: Application Type
* fields are required

Step 1 | [Step 2](#) | [Step 3](#)

*** Type of Product**

☐ Wine
☐ Domestic SAKE Application

☐ Distilled Spirit

☐ Malt Beverage

*** Source of Product**

☐ Domestic

☐ Imported

*** Type of Application**

☒ Certificate of Label Approval

☐ Certificate of Exemption from Label Approval
*This item will only be sold in

Resubmission

Is this application a resubmission of a previously rejected application?

☐ Yes ☒ No

*If yes, indicate the previously rejected TTB ID

or

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

In the following example screens, the user has chosen to apply for a COLA for a Distilled Spirit product, sourced domestically.

Create Application — Step 2 of 3: COLA Information

The screenshot shows a web browser window with the URL <https://pilot.ttbonline.gov/colasonline/navigateElectronicColaApplica>. The page header includes the TTB logo and the text "ALCOHOL AND TOBACCO TAX AND TRADE BUREAU U.S. Department of the Treasury". The main content area is titled "COLAs Online" and "ALCOHOL AND TOBACCO TAX AND TRADE BUREAU". Below this, it says "TTB F 5100.31: Application For and Certification/Exemption of Label/Bottle Approval". The current step is "Create Application Step 2 of 3 : COLA Information". A sidebar on the right contains links: "Formulas Online", "Home: My eApplications", "Create an eApplication", "Search for eApplications", "My Profile", "Contact Us", "Instructions", and "Log Off". The main form area has a section titled "Distinctive Liquor Bottle Approval" with the question "Is this application a request for Distinctive Liquor Bottle Approval?". There are radio buttons for "Yes" and "No", with "No" selected. Below this is a text input field for "If yes, enter the total bottle capacity before closure". A note says "(Remember to attach images of the front and back of the distinctive bottle in Step 3).". The next section is "Application Information:" with a "Serial Number" field (18 characters) and a "Plant Registry/Basic Permit/Brewer's No." dropdown menu. Below this is a table with columns "No.", "Address", "Select Principal Place of Business", and "Remove?". The table is currently empty, with a note "(None assigned)". The next section is "DBA/Trade Name" (if any) with a text input field and a note "80 Characters remaining". The final section is "Brand Name" with a text input field and a note "Name from the brand label under which product (line) is sold.".

COLAs Online
ALCOHOL AND TOBACCO TAX AND TRADE BUREAU

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

Create Application
Step 2 of 3 : COLA Information
* fields are required

Step 1 | Step 2 | Step 3

Distinctive Liquor Bottle Approval

Is this application a request for Distinctive Liquor Bottle Approval?

☐ Yes ☒ No

*If yes, enter the total bottle capacity before closure

(Remember to attach images of the front and back of the distinctive bottle in Step 3).

Application Information:

* Serial Number 18-
Four alphanumeric characters of your choice.

* Plant Registry/Basic Permit/Brewer's No.
Double click to select permit; selections will appear in the list below.

--Select Permit #--

No.	Address	Select Principal Place of Business	Remove?
(None assigned)			

DBA/Trade Name (if any)

- Enter if using a name other than your official company name in the "bottled/packed/imported by" statement.
- Must be a name from your TTB permit record.

80 Characters remaining

* Brand Name
Name from the brand label under which product (line) is sold.

Previous screen continued:

*** Brand Name**
Name from the brand label under which product (line) is sold.
Test 1, 2, 3
187 Characters remaining

Fanciful Name
Name that further identifies the product (required for specialty malt beverage and spirit products only).
Test 1, 2, 3
187 Characters remaining

Formula Approval
Beverages that include flavoring, coloring, or certain other ingredients require a TTB formula approval before you submit your label application. Before proceeding, use the formula tool to [see if your beverage needs approval](#).
If it does, please obtain formula approval before completing this label application to avoid processing delays.

* Based on the formula tool, I believe:
☐ Formula approval is not required for this beverage.
☒ Formula approval is required, and I have the approval.

* How will you provide the approval?
☒ I will provide the TTB formula ID.
☐ I will attach a copy of the most recent approved formula.

TTB Formula ID:
1181254-DSP-KY-230-143143122-WHISKY/BLENDEC

List of Formulas

TTB Formula Id	Class/Type	Permit No.	Company Formula #	Remove?
1181254	WHISKY/BLENDED BOURBON WHISKY	DSP-KY-230	143143122	Remove

Notes to Specialist
1965 Characters remaining

Previous Notes

This example is for a distilled spirits product that requires a formula submission, which is noted in the COLA Online application as shown above. The user provides the approved formula number or provides a copy of the formula as an attachment. Alcohol beverage formula submissions are approved under OMB Control No. 1513-0122 or other commodity-specific control numbers.

For wines, additional data fields for Grape Varietal and Wine Appellation appear on the Create Application page:

The screenshot displays a web browser window with the URL <https://pilot.ttbonline.gov/colasonline/navigateElectronicColaApplica>. The browser's address bar shows the page title "TTB Online - COLAs Online...". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The browser's toolbar shows icons for "GPO Style Manual", "OFR - Writing Resources F...", "TTB Sharepoint", "TTBweb Home Page", and "TTB Internet Site".

The main content area of the web application is titled "Formula Approval". It contains the following text: "Beverages that include flavoring, coloring, or certain other ingredients require a TTB formula approval before you submit your label application. Before proceeding, use the formula tool to [see if your beverage needs approval](#)." Below this text, it says: "If it does, please obtain formula approval before completing this label application to avoid processing delays." There are two radio buttons for "Based on the formula tool, I believe:": "Formula approval is not required for this beverage." and "Formula approval is required, and I have the approval." Below the radio buttons, there is a section titled "Grape Varietal(s)" with the text: "Required if varieties appear on the brand label. Select one, then 'Add'; repeat for each varietal." Below this text, there is a dropdown menu labeled "--Select Grape Varietal--" and a button labeled "Add Grape Varietal". Below the dropdown menu, there is a table with two columns: "Grape Varietal" and "Remove?". The table currently contains one row with the text "(None assigned)". Below the table, there is a section titled "Wine Appellation" with a red question mark icon and the text: "Required if appellation appears on the brand label." Below this text, there is a dropdown menu labeled "--Select Appellation Option--". Below the dropdown menu, there is a section titled "Notes to Specialist" with a text area and a "1965 Characters remaining" indicator. Below the text area, there is a section titled "Previous Notes" with a text area. At the bottom of the form, there are three buttons: "Cancel application", "<< Previous", and "Next >>".

The footer of the web application contains the text: "Alcohol and Tobacco Tax and Trade Bureau, 2003 Contact us at webmaster@ttb.treas.gov". Below this text, there is the "UNITED STATES DEPARTMENT OF THE TREASURY" logo and the TTB seal. At the bottom of the footer, there is a disclaimer: "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 [online inquiry](#)."

The Windows taskbar at the bottom of the screen shows the Start button, a search icon, and several application icons (Outlook, File Explorer, Edge, Word, Teams). The system clock in the bottom right corner shows the time "11:24 AM" and the date "11/21/2018".

Create Application — Step 3 of 3: Upload Labels

The screenshot shows a web browser window with the URL <https://pilot.ttbonline.gov/colasonline/navigateElectronicColaApplica>. The page title is "COLAs Online" and the subtitle is "ALCOHOL AND TOBACCO TAX AND TRADE BUREAU". The main heading is "Create Application Step 3 of 3 : Upload Labels". A note states: "Note: You do not need to repeat information that is already listed in English on the label." Below this is a large text area for input, with a character count of "1995 Characters remaining". To the right of the text area is a sidebar menu with links: "Formulas Online", "Home: My eApplications", "Create an eApplication", "Search for eApplications", "My Profile", "Contact Us", "Instructions", and "Log Off". Below the text area is a section titled "Upload Label Images:" with a note: "Note: These images will appear to the public on the Public COLA Registry if approved. Only add label images that should appear on the approved COLA form in this block. Use the next section to upload other attachments." Below this note is a table with headers: "File Name", "File Size", "Type", and "Dimensions". Below the table is a button labeled ">> add/remove Images". Below the table is another section titled "Upload Other Attachments:" with a note: "Examples: photos of a distinctive liquor bottle, photos of an acetate bottle, scanned copies of approved formulas, lab reports, etc." Below this note is a table with headers: "File Name", "File Size", and "Type". Below the table is a button labeled ">> add/remove Attachments". At the bottom of the form are three buttons: "Cancel application", "<< Previous", and "Next >>". The footer of the page contains the text "Alcohol and Tobacco Tax and Trade Bureau, 2003. Contact us at webmaster@ttb.treas.gov" and the "UNITED STATES DEPARTMENT OF THE TREASURY" logo.

COLAs Online
ALCOHOL AND TOBACCO TAX AND TRADE BUREAU

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

Create Application
Step 3 of 3 : Upload Labels
*fields are required

Step 1 | Step 2 | Step 3
Note: You do not need to repeat information that is already listed in English on the label.

SHOW ANY INFORMATION THAT IS BLOWN, BRANDED, OR EMBOSSED ON THE CONTAINER (e.g., net contents) ONLY IF IT DOES NOT APPEAR ON THE LABELS AFFIXED BELOW. ALSO, SHOW TRANSLATIONS OF FOREIGN LANGUAGE TEXT APPEARING ON LABELS.

1995 Characters remaining

Upload Label Images:
Note: These images will appear to the public on the Public COLA Registry if approved. Only add label images that should appear on the approved COLA form in this block. Use the next section to upload other attachments.

File Name	File Size	Type	Dimensions
-----------	-----------	------	------------

>> add/remove Images

Upload Other Attachments:
Examples: photos of a distinctive liquor bottle, photos of an acetate bottle, scanned copies of approved formulas, lab reports, etc.

File Name	File Size	Type
-----------	-----------	------

>> add/remove Attachments

Cancel application << Previous Next >>

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

UNITED STATES
DEPARTMENT OF
THE TREASURY

User uploads images (in acceptable formats) of the proposed labels on this page and uploads any other required attachments.

Image upload page:

https://pilot.ttbonline.gov/colasonline/uploadLabelAttachment.do?ac

TTB Online - COLAs Online ... TTB | Labeling | Allowable Revi... fireworks.jpeg - Google Search

File Edit View Favorites Tools Help

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COLAs Online
ALCOHOL AND TOBACCO TAX AND TRADE BUREAU

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

Upload Label Images
**fields are required*

Upload Label Image:

*** Step 1: Click Browse to Select Attachment**
Label attachments should be submitted as images in actual print size. If the actual print size of the label image is larger than a letter-size piece of paper, please reduce the image to less than 8.5 X 11 inches without stretching or distorting relative image dimensions. Please specify the **actual dimensions of the printed label** in step 3. Valid type/extension is JPEG (.jpg, .jpeg, .jpe).

Browse...

*** Step 2: Indicate Type of Image**
TTB may designate any image you upload as the brand label, if an image other than the one you uploaded as the brand label meets the brand label requirements. This change will NOT affect the actual image, only the designation of the upload.

--Select Type of Attachment--

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

width inches height inches

*** Step 4: Click Attach File**
You may attach up to 10 files per product. Each file may not exceed 750 KB.

Attach file

Label Images: Successfully Uploaded

File Name	File Size	Type	Dimensions	Remove?
Firework.jpg	182KB	Brand (front) or keg collar	3 inches W X 2 inches H	Remove

Repeat steps 1-4 to attach more files

Step 5: Click Done when finished

Done

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

Are Your Distilled Spirit Labels in Compliance?

Distilled Spirits sold in interstate commerce must comply with labeling requirements in [27 CFR part 5](#) and [27 CFR part 16](#). Here is the commonly required information:

Information that must appear on the BRAND label:

- **Brand name** [27 CFR 5.34](#) - Must match brand name entered on this application.
- **Class & Type** [27 CFR 5.35](#) & [27 CFR 5.22](#) - Must be consistent across labels and with any labeling guidance received during formula approval.
- **Alcohol content** [27 CFR 5.37](#)

Information that must appear on ANY label:

- **Net contents** [27 CFR 5.38](#) & [27 CFR 5.47\(a\)](#) - Approved metric standards of fill only.
- **Name and address** [27 CFR 5.36](#) - Must be a name (company or DBA/trade) from your TTB permit record, with limited exceptions.
- **Declaration of sulfites** [27 CFR 5.32\(b\)\(7\)](#) - Required if used at concentrations of 10 ppm or more.
- **Declaration of colors** [27 CFR 5.32\(b\)](#) & [27 CFR 5.39\(b\)](#) - Required if using cochineal extract, carmine, FD&C Yellow No. 5, other coloring materials.
- **Treatment with wood** [27 CFR 5.39\(c\)](#) - Required for whisky and brandy that is in contact with wood (other than oak containers).
- **Country of origin** [27 CFR 5.36\(e\)](#) - Required for imports.
- **Commodity statement** [27 CFR 5.39\(a\)](#) - Required for [certain products](#) (see "Commodity Statement" section for a list).
- **Statement of age** [27 CFR 5.40](#) - Required for whisky aged less than 4 years and grape brandy aged less than 2 years.
- **State of distillation** [27 CFR 5.36\(d\)](#) - Required for U.S. whisky.
- **Health warning statement** [27 CFR part 16](#) - Must appear as a single statement using this exact wording:

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

More Information

- [Beverage Alcohol Manual \(BAM\)](#): A Practical Guide to Basic Mandatory Labeling Information for Distilled Spirits
- [Prohibited labeling practices](#) 27 CFR 5.42

User uploads image of the proposed label and adds other required information, then clicks "Done" when finished. Example given here shows an image file named "Fireworks" has been uploaded as the label image.

Verify Application page — user verifies correctness of the provided information:

The screenshot displays the 'COLAs Online' web application interface. The header includes the TTB logo and the text 'ALCOHOL AND TOBACCO TAX AND TRADE BUREAU U.S. Department of the Treasury'. The main content area is titled 'COLAs Online' and 'ALCOHOL AND TOBACCO TAX AND TRADE BUREAU'. Below this, it states 'TTB F 5100.31: Application For and Certification/Exemption of Label/Bottle Approval'. The 'Verify Application' section indicates that fields are required and shows the current step as 'Step 2 | Step 2 | Step 3 | Verify Application'. A summary of the data entered is provided, followed by instructions to submit the application. The application data is organized into two sections: 'Step 1' and 'Step 2'. 'Step 1' includes 'Type of Product: DISTILLED SPIRIT', 'Source of Product: DOMESTIC', and 'Type of Application: CERTIFICATE OF LABEL APPROVAL'. 'Step 2' includes 'Serial #: 18-0001', 'Contact Information' (Michael Hoover, Phone Number: (202) 453-2135, Email: Michael.Hoover@ttb.gov), 'Plant Registry/Basic Permit/Brewers No (Principal Place of Business):' (DSP-KY-230, JIM BEAM BRANDS CO., 526 HAPPY HOLLOW ROAD, CLERMONT, KY 40110), 'DBA/Trade Name:' (Test 1, 2, 3), 'Plant Registry/Basic Permit/Brewers No (Other):', 'Brand Name: Test 1, 2, 3', and 'Fanciful Name: Test 1, 2, 3'. The browser's address bar shows the URL 'https://pilot.ttbonline.gov/colasonline/navigateElectronicColaApplica...'. The taskbar at the bottom shows the Windows Start button, search icon, and several open applications including Outlook, File Explorer, and the TTB Online application. The system clock in the bottom right corner indicates the time is 11:03 AM on 11/21/2018.

https://pilot.ttbonline.gov/colasonline/navigateElectronicColaApplica... TTB Online - COLAs Online ... TTB | Labeling | Allowable Revi... fireworks.jpeg - Google Search

File Edit View Favorites Tools Help

GPO Style Manual OFR - Writing Resources F... TTB Sharepoint TTBweb Home Page TTB Internet Site

COLAs Online
ALCOHOL AND TOBACCO TAX AND TRADE BUREAU

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

Verify Application
*fields are required

Step 1 | Step 2 | Step 3 | Verify Application

A summary of the data you entered is listed below. If you see any errors,
please correct them by navigating to the appropriate step.

Submit the application to TTB by agreeing to the statement at the bottom of
the page and clicking the Submit button. (You may also choose to save your
application for 30 days and submit it to TTB at a later date. If you do not act
on the application within 30 days, TTB will delete the incomplete application
from the system.)

Step 1 edit step 1

Type of Product: DISTILLED SPIRIT
Source of Product: DOMESTIC
Type of Application: CERTIFICATE OF LABEL APPROVAL

Step 2 edit step 2

Serial #: 18-0001

Contact Information
Michael Hoover
Phone Number: (202) 453-2135
Michael.Hoover@ttb.gov

Plant Registry/Basic Permit/Brewers No (Principal Place of Business):
DSP-KY-230
JIM BEAM BRANDS CO.
526 HAPPY HOLLOW ROAD
CLERMONT, KY 40110

DBA/Trade Name:
Test 1, 2, 3

Plant Registry/Basic Permit/Brewers No (Other):

Brand Name: Test 1, 2, 3

Fanciful Name: Test 1, 2, 3

11:03 AM
11/21/2018

Verification page continued:

https://pilot.ttbonline.gov/colasonline/navigateElectronicColaApplica

TTB Online - COLAs Online ...

TTB | Labeling | Allowable Revi...

fireworks.jpeg - Google Search

File Edit View Favorites Tools Help

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Plant Registry/Basic Permit/Brewers No (Other):

Brand Name: Test 1, 2, 3

Fanciful Name: Test 1, 2, 3

TTB Formula ID:

TTB Formula Id	Class/Type	Permit No.	Company Formula #
1181254	WHISKY/BLENDED BOURBON WHISKY	DSP-KY-230	143143122

Sulfite Analysis Submission ID:
(None assigned)

Lab No. & Date/Pre-Import No. & Date: N/A

Distinctive Liquor Bottle Approval Requested?: No

[edit step 3](#)

Special Wording:

N/A

Labels:

File Name	File Size	Type	Dimensions
Fireworks.jpeg	182KB	Brand (front) or keg collar	3 inches W X 2 inches H

Other Attachments:

File Name	File Size	Type
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***Verify uploaded images to ensure images and actual sizes display correctly**

[Verify Uploaded Images](#)

Under the penalties of perjury, I declare: that all the 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.

☐ * I agree

Date of Application 11/21/2018 **Applicant Name** Michael Hoover

[Submit application](#)

or

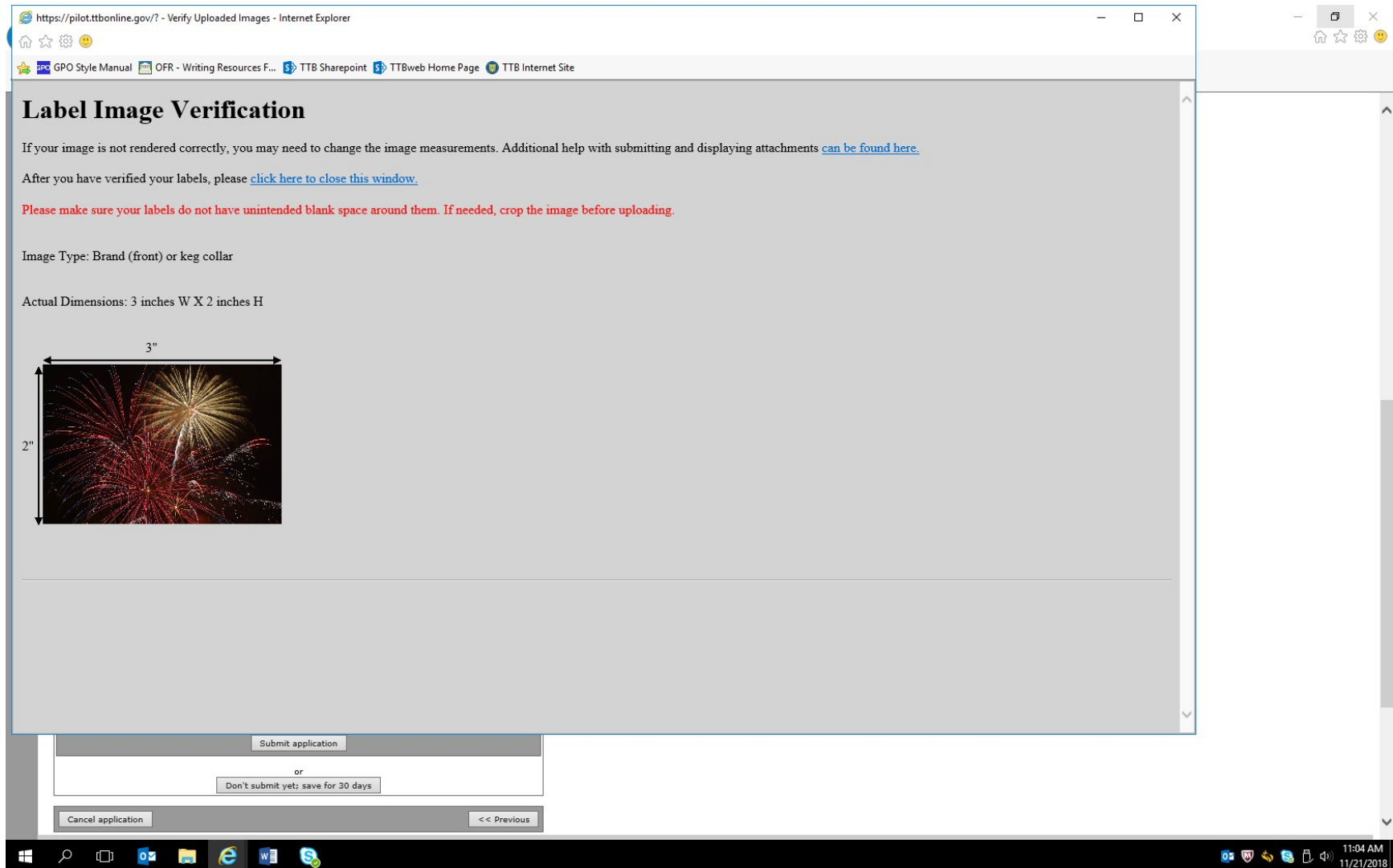
[Don't submit yet: save for 30 days](#)

[Cancel application](#) [<< Previous](#)

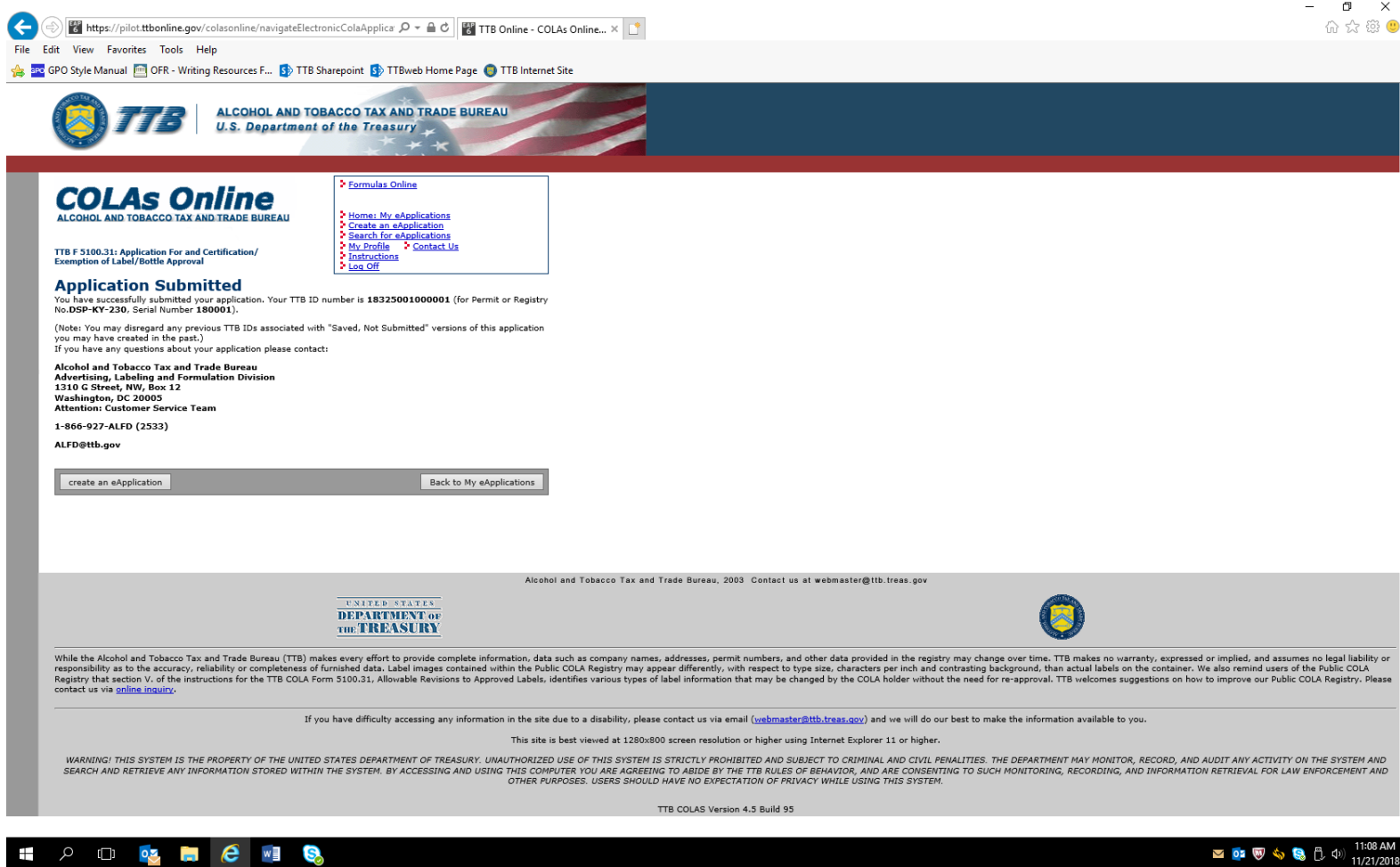
11:04 AM 11/21/2018

January 2022

On the Verification page, clicking “Verify Uploaded Images” results in a screen showing the uploaded image(s):



Once the provided information and image(s) are verified, the user accepts the Penalties of Perjury statement and clicks the Submit Application button, which results in a screen confirming the application's submission:



This example is for a distilled spirits product. Screens for COLA approvals for wines and malt beverages collect the same information, except as noted above for wine labels.

Screens for COLA Exemption Application:

The screenshot shows a web browser window with the URL <https://pilot.ttbonline.gov/colasonline/navigateElectronicColaApplica>. The page title is "COLAs Online" and the subtitle is "ALCOHOL AND TOBACCO TAX AND TRADE BUREAU". The main heading is "TTB F 5100.31: Application For and Certification/Exemption of Label/Bottle Approval". The subheading is "Create Application Step 1 of 3: Application Type". A note indicates that fields marked with an asterisk are required.

The form contains the following sections:

- Type of Product:** Radio buttons for Wine (selected), Domestic SAKE Application, Distilled Spirit, and Malt Beverage.
- Source of Product:** Radio buttons for Domestic (selected) and Imported.
- Type of Application:** Radio buttons for Certificate of Label Approval and Certificate of Exemption from Label Approval (selected). A dropdown menu shows "Ohio" with the note "*This item will only be sold in Ohio".
- Resubmission:** A question "Is this application a resubmission of a previously rejected application?" with radio buttons for Yes and No (selected). A note says "*If yes, indicate the previously rejected TTB ID". A dropdown menu shows "--Select Rejected TTB ID--" and a text input field.

At the bottom of the form are buttons for "Cancel application" and "Next >>". The footer of the page reads "Alcohol and Tobacco Tax and Trade Bureau, 2003 Contact us at webmaster@ttb.treas.gov". The Windows taskbar at the bottom shows the time as 11:15 AM on 11/21/2018.

This screen shows the only difference between a COLA application and a COLA exemption application.

- END -

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