

**DEPARTMENT OF THE TREASURY**

**ALCOHOL AND TOBACCO TAX AND TRADE BUREAU**

**Supporting Statement -- Information Collection Request**

**OMB Control Number 1513-0111**

**COLAs Online Access Request**

**Changes Since Last Approval**

TTB is making the following changes to this Supporting Statement since the last approval of this information collection:

- In Question 8, TTB is updating the 60-day notice publication information for this information collection.
- In Questions 12, 13, and 14, TTB is updating, respectively, the estimated respondent burden and labor costs, the respondent non-labor costs, and the Federal Government costs associated with this information collection.
- In Question 15, adjustments to this collection's estimated burden are explained.

**A. Justification**

*1. What are the circumstances that make this collection of information necessary, and what legal or administrative requirements necessitate the collection? Also align the information collection to TTB's Line of Business/Sub-function and IT Investment, if one is used.*

The Alcohol and Tobacco Tax and Trade Bureau (TTB) administers the Federal Alcohol Administration Act (FAA Act, 26 U.S.C. 201 *et seq.*) and its related regulations pursuant to section 1111(d) of the Homeland Security Act of 2002, as codified at 6 U.S.C. 531(d). The Secretary of the Treasury (the Secretary) also has delegated various FAA Act authorities to the TTB Administrator through Treasury Order 120-01.

To provide consumers with adequate information as to the identity of alcohol beverage products and prohibit consumer deception, the FAA Act at 26 U.S.C. 205, and the related TTB regulations in 27 CFR chapter I, require bottlers and importers to apply for Certificates of Label Approval (COLAs) for such products introduced into interstate commerce or released from customs custody. Additionally, those regulations require domestic distilled spirits and wine bottlers to apply for COLA exemptions for certain products that will not be introduced into interstate or foreign commerce, and they require domestic bottlers and importers of distilled spirits to apply for approval of distinctive bottles. While a paper application form is available for COLA, COLA exemption, and distinctive bottle approval requests, the vast majority of respondents complete and submit those applications electronically using the COLAs Online system, which is available through the TTB website.<sup>1</sup>

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<sup>1</sup> COLAs Online and the equivalent paper form, TTB F 5100.31, Application for and Certification/ Exemption of Label/Bottle Approval, are approved under OMB No. 1513-0020. The TTB regulations implementing the COLA,

Specific to this information collection, to protect TTB computer systems from cyber threats and misuse, persons who desire to use the COLAs Online system must first submit a COLAs Online Access Request to TTB. While no regulation requires submission of that request, the COLAs Online system requires a potential user to first obtain a TTB-issued identification number and temporary password to use that system. The COLAs Online access request identifies the potential user and confirms their authority to act within that system on behalf of a specific alcohol beverage industry member. Applicants may complete and submit new or amended COLAs Online access requests using either the COLAs Online User Registration function included within the COLAs Online system or its paper equivalent, form TTB F 5013.2, COLAs Online Access Request.

This information collection is aligned with —

- Line of Business/Sub-function: Law Enforcement / Substance Control.
- IT Investment: COLAs Online System.

*2. How, by whom, and for what purpose is this information used?*

Respondents provide the collected information to request new or amended access to TTB's COLAs Online system. TTB personnel use the collected information to identify such persons and the alcohol industry members for whom they will act using that system. After TTB personnel in the Alcohol Labeling and Formulation Division (ALFD) verify the provided information, TTB grants, deletes, modifies, or reactivates access to the COLAs Online system for the identified user. The collected information is necessary to meet Department of the Treasury and TTB computer security requirements, which are intended to protect Federal Government electronic systems from unauthorized users and other cyber threats.

*3. To what extent does this collection of information involve the use of automated, electronic, mechanical, or other technological collection techniques or other forms of information technology? What consideration is given to use information technology to reduce burden?*

Respondents may electronically complete and submit COLAs Online access requests using the New User Registration function of the COLAs Online system, which is available via the TTB website at <https://www.ttb.gov/online-services/myttb/reg-new-fohl-cola>. Alternatively, new COLA user applicants may use the fillable-printable paper form, TTB F 5013.2, COLAs Online Access Request, which is posted on the TTB website at <https://www.ttb.gov/public-information/forms>.

*4. What efforts are used to identify duplication? Can similar information already available be used or modified for use for the purposes described in Item 2 above?*

This collection requests information that is specific and unique to each respondent and applicable to their application for new or amended access to TTB's COLAs Online electronic system. Similar information is not available to TTB elsewhere.

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COLA exemption, and distinctive distilled spirits bottle approval requirements are found within the alcohol labeling and advertising regulations contained within 27 CFR part 4 (wine), part 5 (distilled spirits), and part 7 (malt beverages), and also within the regulations in part 26 (products from Puerto Rico and the U.S. Virgin Islands) and part 27 (importation of alcohol products). Cross-references to those regulations are also found within the alcohol production and taxation regulations contained in 27 CFR parts 19 (distilled spirits taxes), 24 (wine), and 25 (beer).

5. *If this collection of information impacts small businesses or other small entities, what methods are used to minimize burden?*

To protect TTB computer systems from unauthorized users and other cyber threats, all persons, regardless of the size of the entity for who they act for using COLAs Online, must complete an access request in order to use that system. However, TTB notes that using COLAs Online is optional, the required information is minimal, and that a respondent completes a new or amended COLAs Online access request only as needed.

6. *What consequences to Federal program or policy activities and what, if any, technical or legal obstacles to reducing burden will occur if this collection is not conducted or is conducted less frequently?*

To protect TTB computer systems from misuse and other cyber threats, TTB cannot allow open access to its COLAs Online system. If TTB did not conduct this information collection, it could not identify persons requesting access to COLAs Online and confirm their authority to use that system on behalf of specific alcohol industry members. Also, because each applicant completes a new or amended COLAs Online access request only as necessary, TTB cannot conduct this collection less frequently.

7. *Are there any special circumstances associated with this information collection that would require it to be conducted in a manner inconsistent with OMB guidelines? (See 5 CFR 1320.5(d)(2).)*

There are no special circumstances associated with this information collection that would require it to be inconsistent with OMB guidelines.

8. *What effort was made to notify the general public about this collection of information? Summarize the public comments that were received and describe the action taken by the agency in response to those comments.*

To solicit comments from the public, TTB published a “60-day” comment request notice that included this information collection’s information in the Federal Register on February 12, 2026, at 91 FR 6726. TTB received no comments on this collection in response.

9. *Was any payment or gift given to respondents, other than remuneration of contractors or grantees? If so, why?*

No payment or gift is associated with this information collection.

10. *What assurance of confidentiality was provided to respondents, and what was the basis for the assurance in statute, regulations, or agency policy?*

TTB provides no specific assurance of confidentiality for this information collection request. However, Federal law at 5 U.S.C. 552 protects the confidentiality of proprietary information obtained by the Government from regulated businesses and individuals. TTB maintains the collected information in password-protected computer systems and in secure file rooms with controlled access.

11. *What is the justification for questions of a sensitive nature? If personally identifiable information (PII) is being collected in an electronic system, identify the Privacy Impact Assessment (PIA) that has been conducted for the information collected under this request and/or the Privacy Act System of Records notice (SORN) issued for the electronic system in which the PII is being stored.*

While this information collection does collect personally identifiable information (PII) in a Government electronic system, it does not contain any questions of a sensitive nature. TTB has conducted a Privacy and Civil Liberties Impact Assessment (PCLIA) for the PII submitted under this collection request, which is available on the TTB website at <https://www.ttb.gov/public-information/foia/pclia>. In addition, TTB has issued a Privacy Act System of Records Notice (SORN) for COLAs Online under the “Department of the Treasury, Alcohol and Tobacco Tax and Trade Bureau (TTB) .001–Regulatory Enforcement System of Records,” which was published in the Federal Register on October 11, 2022, at 87 FR 61435.

12. *What is the estimated burden of this collection of information?*

Estimated Respondent Burden: Based on recent data, TTB estimates the annual respondent burden for this information collection as follows:

Collection Format	Respondents	Responses per Respondent	Total Responses	Time per Response	Total Burden Hours
Electronic	5,090	1	5,090	18 minutes	1,527
Paper Form	10	1	10	18 minutes	3
<b>Totals</b>	<b>5,100</b>	<b>1</b>	<b>5,100</b>	<b>18 minutes</b>	<b>1,530</b>

Respondent Record Retention: There is no specified respondent recordkeeping requirement for this information collection. COLAs Online access requests approved by TTB are included as TTB-accessible data within that system.

Estimated Respondent Labor Costs: Based on the fully-loaded labor rate of \$52.40 per hour for Compliance Officers employed in the beverage manufacturing industry (NAICS 312100), TTB estimates the respondent labor costs for this information collection as follows:<sup>2</sup>

Respondent Labor Costs for OMB No. 1513–0111*					
Avg. Time / Response	Fully-loaded Labor Rate per	Responses per Respondent	Labor Costs per Respondent	Total Respondents	Total Labor Costs

<sup>2</sup> Private Sector Fully-loaded Labor Rate = Hourly wage rate x 1.44 to account for employee benefit costs. Per the most recent U.S. Department of Labor, Bureau of Labor Statistics (BLS), data for National Industry-Specific Occupational Employment and Wage Estimates for NAICS 312100—Beverage Manufacturing, the mean hourly wage for Compliance Officers (13–1041) is \$52.40, based on a mean hourly wage of \$36.39. See <https://data.bls.gov/oes/#/industry/312100>.

	Response				
18 minutes	\$52.40	1	\$15.72	5,100	<b>\$8,017.20</b>

\* Fully-loaded labor rates and labor costs rounded to the nearest whole cent unless otherwise noted.

13. What is the estimated annual cost burden to respondents or record keepers resulting from this information collection request (excluding the value of the hour burden in Question 12 above)?

TTB has determined there are no annualized non-labor costs to respondents associated with this occasional information collection. Almost all respondents file their COLAs Online access requests electronically and therefore have no mailing supply and postage costs for this collection. As for the estimated 10 respondents who file such requests using the paper COLAs Online access request form, TTB F 5013.2, TTB estimates that such respondents have \$1.00 in mailing supply and postage costs for their one annual response. Therefore, such costs total \$10.00 annually for this information collection.

14. What is the annualized cost to the Federal Government?

TTB estimates the annual Federal Government costs for this collection as follows:

Overhead Costs: TTB accounts for any overhead costs associated with the COLAs Online system under the COLAs information collection approval, OMB No. 1513–0020. In addition, TTB has no printing and distribution costs for this information collection as its public-use forms are available on its website at <https://www.ttb.gov/public-information/forms>.

Labor Costs: TTB estimates its annual labor costs for this information collection as follows:

<b>Labor Costs for Personnel at TTB Headquarter Personnel in Washington, DC for OMB No. 1513–0111*</b>					
Position	Fully-loaded Labor Rate/Hour <sup>3</sup>	Processing Time per Response	Labor Costs per Response	Total Responses	Total TTB Labor Costs
GS–5, Step 5, Clerk	\$41.26	6 minutes	\$4.13	5,100	\$21,063.00
GS–11, Step 5, Specialist	\$75.63	6 minutes	\$7.56		\$38,556.00
<b>Totals</b>	<b>(\$58.45)</b>	<b>12 minutes</b>	<b>\$11.69</b>	<b>5,100</b>	<b>\$59,619.00</b>

\* Fully-loaded labor rates and labor costs rounded to the nearest whole cent unless otherwise noted.

15. What is the reason for any program changes or adjustments reported?

<sup>3</sup> Federal Government Fully-loaded Labor Rate = Hourly wage rate x 1.63 to account for benefit costs. Per the most recent Office of Personnel Management (OPM) hourly wage data, the fully-loaded labor rates per hour for the Washington, DC, wage area are: (1) For a GS–5, step 5, employee, \$41.26, based on hourly wage of \$25.31; and (2) for a GS–11, step 5, employee, \$75.63, based on hourly wage of \$46.40. See the OPM Federal wage table at [https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2026/DCB\\_h.pdf](https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2026/DCB_h.pdf).

There is no program change associated with this information collection, and TTB is submitting it for extension purposes only. As for adjustments, due to changes in agency estimates resulting from continued growth in the number of COLAs Online access requests received, TTB is increasing the estimated number of annual respondents and responses to this information collection, from 4,200 to 5,100 each, and is increasing its estimated annual burden hours, from 1,260 to 1,530. The number of annual responses per respondent (one) and the burden per response (18 minutes) for this information collection remain the same as previously reported.

16. *Outline plans for tabulation and publication for collections of information whose results will be published.*

TTB will not publish the results of this information collection.

17. If seeking approval to not display the expiration date for OMB approval of this information collection, what are the reasons that the display would be inappropriate?

TTB requests approval to not display the OMB approval expiration date for this information collection within the electronic COLAs Online User Registration function as a cost saving measure, and to avoid any respondent confusion regarding this collection's OMB approval status. By not displaying that date on that function's webpage, TTB will not have to update the COLAs System and that function each time OMB reapproves this information collection. Also, users of COLAs Online and its user registration function will not be confused by the display of any expired OMB approval date. However, TTB will display this information collection's OMB approval expiration date on its related paper form, TTB F 5013.2, as the form is more easily updated than its electronic equivalent.

18. *What are the exceptions to the certification statement?*

- (c) See item 5 above.
- (f) This is not a recordkeeping requirement.
- (i) No statistics are involved.

**B. Collections of Information Employing Statistical Methods.**

This information collection does not employ statistical methods.