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Description of document: Alcohol and Tobacco Tax and Trade Bureau (TTB)  
Alcohol Label and Formula Division (ALFD) Website,  
2021

Requested date: 04-February-2021

Release date: 29-March-2021

Posted date: 24-May-2021

Source of document: FOIA Request  
Alcohol and Tobacco Tax and Trade Bureau  
TTB FOIA Requester Service Center  
1310 G Street, NW  
Box 12  
Washington, DC 20005  
Fax: 202-453-2331  
[FOIA.gov](http://FOIA.gov) - [Freedom of Information Act](http://Freedom of Information Act)

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DEPARTMENT OF THE TREASURY  
ALCOHOL AND TOBACCO TAX AND TRADE BUREAU  
WASHINGTON, D.C. 20005

March 29, 2021

Refer to: **2021-02-019**  
4040000

SENT VIA EMAIL

This letter is in response to your Freedom of Information Act (FOIA) request to the Alcohol and Tobacco Tax and Trade Bureau (TTB) dated February 4, 2021. You are requesting a copy of the following pages from the TTB Alcohol Label and Formula Division (ALFD) internal website:

- 1) ALFD Assignment Database;
- 2) ALFD Project List;
- 3) ALFD Statistical Data;
- 4) ALFD Training;
- 5) Accelerated Review;
- 6) ALFD-BSC; and
- 7) DS-BSC Initiative.

We conducted a search of files within TTB for records responsive to your request and identified 7 pages which are being released in part, with information exempt from disclosure under the FOIA having been redacted pursuant to 5 U.S.C. 552 (b)(6).

FOIA exemption 6 protects from disclosure personnel and similar files, including names, signatures, images, and/or contact information of certain individuals, the disclosure of which would constitute an unwarranted invasion of privacy.

Enclosed is a Document Cover Sheet with your appeal rights outlined on the reverse side. If you choose to appeal this response, you must do so within 90 days from the date of this letter.

Please note that a FOIA Public Liaison is available if you would like to discuss any issues regarding a FOIA response. A FOIA Public Liaison is a supervisory official with the Department of the Treasury to whom FOIA requesters can raise questions or concerns about the agency's FOIA process. FOIA Public Liaisons can explain agency records, suggest agency offices that may have responsive records, provide an estimated date of completion, and discuss how to

reformulate and/or reduce the scope of requests in order to minimize fees and expedite processing time.

If you would like to discuss this response, perhaps to resolve a dispute before filing an appeal, you may contact Mark Bittner, the FOIA Public Liaison, by email at [FOIAPL@treasury.gov](mailto:FOIAPL@treasury.gov) or by phone at (202) 622-8098.


If you are unable to resolve a FOIA dispute through the FOIA Public Liaison, the Office of Government Information Services (OGIS) at the National Archives and Records Administration offers mediation services to resolve disputes between FOIA requesters and Federal agencies as a non-exclusive alternative to litigation. Using OGIS services does not affect your right to pursue litigation. If you are requesting access to your own records (which is considered a Privacy Act request), please note that OGIS does not have the authority to handle requests made under the Privacy Act of 1974. The contact information for OGIS is:

Office of Government Information Services  
National Archives and Records Administration  
8601 Adelphi Road-OGIS  
College Park, MD 20740-6001  
Email: [ogis@nara.gov](mailto:ogis@nara.gov)  
Telephone: 202-741-5770  
Toll free: 1-877-684-6448  
Fax: 202-741-5769

Please be advised that contacting an agency official (including the Disclosure Officer, FOIA Public Liaison) and/or OGIS is not an alternative to filing an administrative appeal and does not stop the 90-day appeal clock.

We are charging no fee for processing your request. If you have any questions regarding this letter, feel free to contact Quinton Mason, TTB Disclosure Officer, by telephone at (202) 882-9904 or by e-mail at [TTBFOIA@ttb.gov](mailto:TTBFOIA@ttb.gov), and reference FOIA number **2021-02-019**.

Sincerely,

  
Amy R. Greenberg  
Director, Regulations and Rulings Division

Digitally signed by Amy  
R. Greenberg  
Date: 2021.03.29  
08:32:36 -04'00'

Enclosure(s): As stated



# ALFD Projects

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✓		Name	Modified	Modified By
		ALFD Internal Guidance Template	... July 28, 2020	(b) (6)
		ALFD Projects	... December 10, 2020	(b) (6)



# ALFD Training Site

All Documents

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🔍

✓	📄	Name		Modified	Modified By
	📁	FY 2020	...	January 30, 2020	🔴 (b) (6)
	📄	TRAINING DESCRIPTION AND ATTENDANCE LIST -ALFD	...	January 30, 2020	🔴 (b) (6)

## ALFD Assignment Database

**All Items**

Datasheet

view

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✓		Fiscal Year	Assigned to	Tracking #	Date Assigned	Permit No.	Brand and type of product	Status	Date Closed	Comments	Contact	Due Date	Commodity	Document Ty
		FY19	(b) (6)	003-19	...	11/1/2018		Closed	11/6/2018	Thank you letter to (b) (6)		11/6/2018	None	Corresponc
		FY19	(b) (6)	002-19	...	11/1/2018		Closed	11/6/2018	Thank you letter to (b) (6)		11/6/2018	None	Corresponc
		FY19	(b) (6)	001-19	...	11/1/2018		Closed	11/6/2018	Thank you letter to (b) (6)		11/6/2018	None	Corresponc

(b) (6)



# DS BSC Initiative

**All Documents**

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There are no files in the view "All Documents".

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# ALFD Statistical Data

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Name	Modified	Modified By
COLA Overturned Reports	August 3, 2020	(b) (6)
COLAs Ages Report	August 21, 2018	
COLAS NEEDS CORRECTIONS_QUALIF	November 13, 2020	
COLAS Recurring Reports	February 28, 2020	
Conditionally Approved	September 4, 2019	
Monthly label and formula counts	July 24, 2018	
Monthly Meets Standard reports	July 24, 2018	
OA Data Pulls	September 29, 2020	
PM 2.1	March 13, 2020	
Processing Times	August 22, 2018	
QA Reports	December 4, 2019	
Label and formula application change tracker	Tuesday at 5:31 PM	
OA Request Tracker	July 22, 2020	



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## ALFD - BSC

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DS draft mandatory alc content (b) (6) review 082420

August 24, 2020

(b) (6)

DS draft mandatory alc content

August 21, 2020

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## Accelerated Review

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Name	Modified	Modified By
April 18, 2019	April 15, 2019	(b) (6)
April 24 2019	April 16, 2019	
August 14, 2019	August 15, 2019	
August 21, 2019	August 20, 2019	
August 29, 2019	August 29, 2019	
August 7, 2019	August 6, 2019	
July 10, 2019	July 10, 2019	
July 17, 2019	July 18, 2019	
July 24, 2019	July 22, 2019	
July 3, 2019	July 1, 2019	
July 31, 2019	July 26, 2019	
June 12, 2019	June 12, 2019	
June 19, 2019	June 19, 2019	
June 26, 2019	July 1, 2019	
June 6, 2019	May 30, 2019	
May 1, 2019	April 24, 2019	
May 15, 2019	May 15, 2019	
May 22, 2019	May 20, 2019	
May 29, 2019	May 29, 2019	
May 8, 2019	May 8, 2019	
October 10, 2019	October 10, 2019	
October 2, 2019	September 30, 2019	
October 23, 2019	October 22, 2019	
October 30, 2019	October 31, 2019	
September 11, 2019	September 11, 2019	
September 18, 2019	September 16, 2019	
September 25, 2019	September 16, 2019	
September 4, 2019	September 3, 2019	
Accelerated Review excel sheet	October 31, 2019	