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myTTB Chemist Certification User Guide

Access [myTTB](#) by creating/using either a [Login.gov](#) or [ID.me](#) account.

This guide covers the following topics for the Chemist Certification Service in myTTB:

[Add Chemist Certification Role to Your myTTB Profile](#)

[Create a New Application](#)

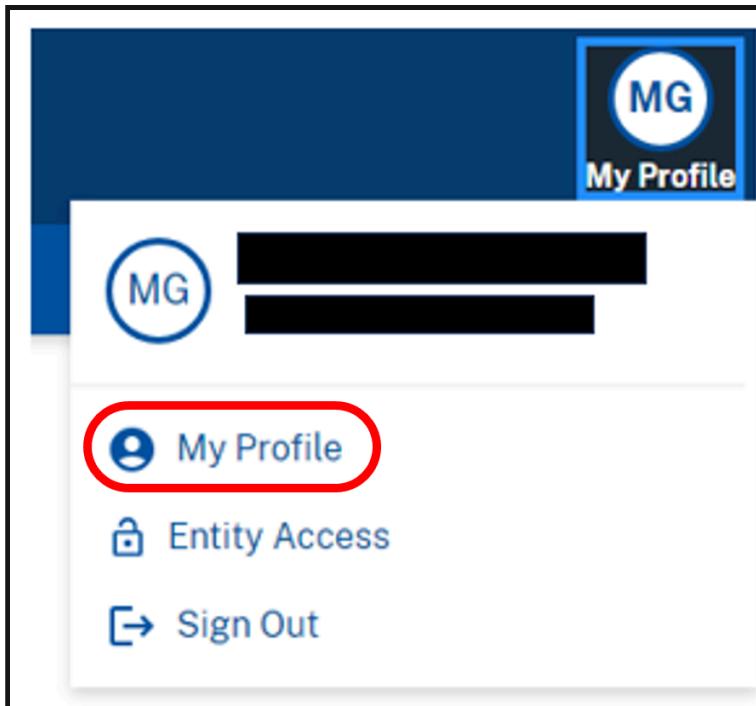
[Submit Test Results for a Cycle](#)

[Review TTB Evaluation and Access Certificate](#)

Visit our [Chemist Certification Program](#) page for more information about the certification program, including current lists of certified chemists and qualified laboratories.

Add Chemist Certification Role to Your myTTB Profile

1. After gaining access to myTTB, navigate to **My Profile** on the top right corner and select the **My Profile** option beneath the user's name.



2. Navigate to the **Dashboard Management** section and check the topic **Chemist Certification**. Save the changes.

A screenshot of the 'Dashboard Management' page. The top navigation bar shows 'myTTB Dashboard > Dashboard Management'. On the left, there's a 'Profile' section with a 'Dashboard Management' button, which is also circled in red. The main content area is titled 'Dashboard Management' and contains a message about updating the dashboard with topics. Below this is a 'Topics' section with a message about selecting roles. It lists three checkboxes: 'Chemist Certification' (which is checked and circled in red), 'Foreign Producer' (unchecked), and 'Foreign Producer's Agent (for example, importer or 3rd party professional)' (unchecked). A large 'Save' button at the bottom of the 'Topics' section is also circled in red.

3. The Electronic Chemist Certification Service card should now be accessible on your **myTTB Dashboard**. Select it to begin the process.



Chemist Certification

Submit an application for Chemist Certification, view application submissions, and view certificates.

Chemist Certification

Create a New Application

1. Before proceeding with a new application, ensure all the digital documents necessary (e.g., files of transcripts, signed Verification of Information Statement) are readily accessible.

Currently, the application process must be started and completed in one session as there is no save/save draft option. The [Verification of Information Statement](#) can be downloaded ahead of time to obtain the Laboratory Manager signature and scan the file for attachment later in the process.

2. From the **Welcome to myTTB** page, navigate to and select the **Chemist Certification Service**. Once in the Chemist Certification section, select the **Start new application** button. This will ONLY be available during the appropriate cycle dates (Fall: September 1 - October 1 and Spring: March 1 - April 1).

No late applications will be accepted. Only one application can be submitted per cycle.

There are **Quick Links** for detailed information on the program and requirements.

New Applications

New applications are accepted during the **Fall: September 1 - October 1, 2023** and during the **Spring: March 1 - April 1, 2024**.

Note: You can only submit one application per application cycle.

[Start new application](#)

Quick Links

[Chemist Certification Program](#)

[TTB Procedure](#)

For chemist certification questions, [contact TTB](#).

3. The **Applicant Details** section is auto-populated from your **My Profile** page. Complete the blank fields as necessary for the **Enter Qualified Laboratory Details**. The address you enter will be used for shipping the test samples if the application is accepted.

- ISO – Check this box to indicate the laboratory is ISO 17025 accredited. Applicants applying wholly under their ISO 17025 accreditation (see [TTB Procedure 2018-2](#) Section 6) should submit all required items via email to chemistcertification@ttb.gov.

4. Attach the supporting documents requested (file types of PDF, DOCX, JPG, and PNG are acceptable) by dragging the file from your directory or clicking on the **choose from folder** link.

- **Verification of Information Statement** – If you did not prepare the Verification of Information Statement ahead of time, download the template for the laboratory manager to complete and sign. Upload the signed statement. Note that a new Verification of Information Statement is required for each cycle.

 [Download Verification of Information Statement Template](#)

Attach Verification of Information Statement

Acceptable file types: PDF, DOCX, JPG, PNG

Valid characters for file name: A-Z a-z 0-9 . _ -

Maximum file size: 15mb total

Drag file here or [choose from folder](#)

- **Applicant's Diploma and Transcripts** – For additional information on requirements, see [TTB Procedure 2018-2](#) (Section 5).

Applicant's Diploma(s)

Attach Applicant's Diploma(s)

Acceptable file types: PDF, DOCX, JPG, PNG

Valid characters for file name: A-Z a-z 0-9 . _-

Maximum amount of files: 7

Maximum file size: 15mb total

Drag file here or [choose from folder](#)

Applicant's Transcripts

Attach Applicant's Transcripts

Acceptable file types: PDF, DOCX, JPG, PNG

Valid characters for file name: A-Z a-z 0-9 . _-

Maximum amount of files: 7

Maximum file size: 15mb total

Drag file here or [choose from folder](#)

5. Select the commodities you are requesting for certification: **Wine, Beer, and/or Distilled Spirits.**

Once you submit your application you cannot add additional commodities, so please ensure accuracy.

Select Commodities

i Commodities you select on this application cannot be changed during the current cycle.

Select the commodity or commodities for which you are requesting certification:

Beer

Distilled Spirits

Wine

6. Check the box for the **Perjury Statement**.

Perjury Statement



Redacted name declares, under penalties of perjury, that the information provided to TTB in this application is true and correct."

7. Once all the necessary fields are completed, review for accuracy, then select the Submit application button.

Submit application

8. Once submitted, a banner will appear indicating the application has been sent to TTB for review.

Chemist Certification application successfully submitted.

You have successfully submitted your Chemist Certification application.

In addition, a notification will be sent to the email address on file.

• Request Received



From: do-not-reply-myttb@ttb.gov
To: [REDACTED]



We have successfully received your application request. If you have any questions please contact us at ChemistCertification@ttb.gov

This is a system-generated email; please DO NOT REPLY.

Need help with your myTTB account?

Contact us at 866-240-0835 (7am-8pm EST, Mon-Fri).

[Privacy Policy](#) | [Privacy Impact Assessment](#)

The application status section will also indicate that the application was submitted.

My Application Status

Your new application has been submitted to TTB.

FALL 2023

TTB will review your new application to ensure you meet the qualifications. You will be notified of the results by email

[View application details](#)

9. Once the application is received, it will be assigned to a reviewer and reviewed.

- If it is accepted, the Application Status will change to **Awaiting Data Sample**.

Application Submissions

Submission Date	Cycle	Commodity	Type	Status	Action
06/06/2024	Spring 2024	Beer, Distilled Spirits, Wine	NEW	Awaiting Data Sample	View

- If the applicant does not meet the qualifications, the application will be rejected. A rejected application will display the status **Completed**.
 - Upon logging into the **Chemist Certification Service**, the application status will show that results are available. Select the **View test results** button.

The screenshot shows a web page titled "My Application Status". It displays a message "Your results are available." followed by a "SPRING 2024" label. Below this, it says "Your chemist certification results are complete and are now available. If you have successfully earned a certificate, it will be available for download." At the bottom, there is a blue button labeled "View test results" which is circled in red.

- The application details screen will indicate the application was rejected along with a reason. The application status is now **Completed**. Re-application can occur in the next cycle as long as the requirements are met.

The screenshot shows a "myTTB Dashboard > Chemist Certification > Application Details" page. It features a pink banner with the text "Application Rejected" and "Did not provide all required information. If you have chemist certification questions, please contact TTB." Below this, the title "Application Details" is displayed. Underneath, there are three buttons: "SPRING 2024", "COMPLETED" (which is circled in red), and "NEW APPLICATION". A section titled "Applicant Details" is visible at the bottom.

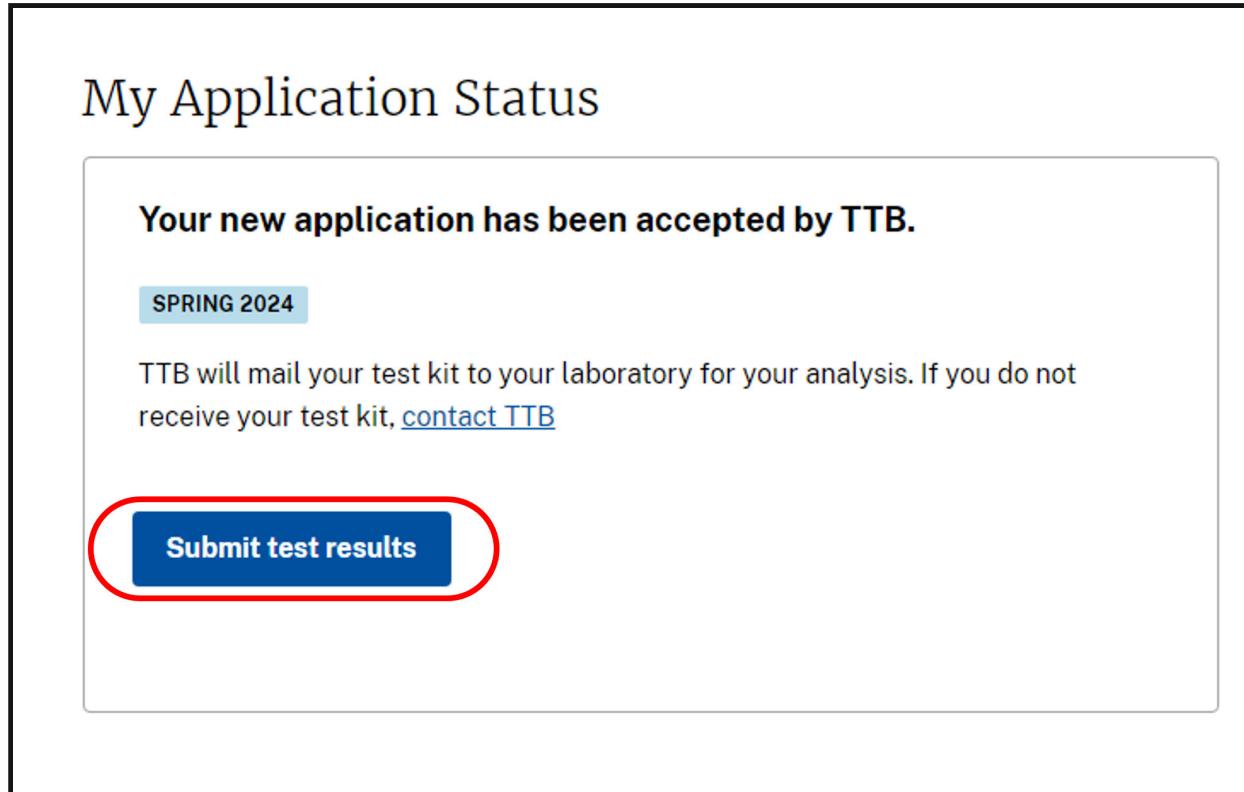
Submit Test Results for a Cycle

Once the application is reviewed and accepted, the Application Status will change to **Awaiting Data Sample**.

A test kit will be sent to the shipping address provided on the application. If you do not receive your test kit by May 1 (Spring cycle) or November 1 (Fall cycle), contact chemistcertification@ttb.gov.

Once you complete your testing of the samples, submit the test results online:

1. Log into myTTB and navigate to the **Chemist Certification** card.
2. Select **Submit test results**.



3. When you select **Submit test results**, the screen will show an option for each commodity that was included in your approved application. Select **Enter test results** for the appropriate commodity or commodities. Once you enter all the results for all commodities, the submission option will be available.

My Commodities

 Please allocate sufficient time to enter all your test results in one session. Any progress will be lost if you exit this page before submitting to TTB.



Beer

You have not entered test results for Beer.

[Enter test results](#)



Distilled Spirits

You have not entered test results for Distilled Spirits.

[Enter test results](#)



Wine

You have not entered test results for Wine.

[Enter test results](#)

4. Be prepared to enter all results in one session as there is currently no save as draft function.

No test results can be submitted until results from all applicable commodities have been entered.

Enter the **Sample IDs** for the given commodity and check the analytes that were tested. Review this information and select **Enter test results**.



Provide Sample IDs and Analyte(s) - Wine

Enter your sample ID numbers and select your analyte(s) for which you are submitting test data.

Enter sample ID numbers

Enter the sample ID numbers from the TTB provided test samples.

Sample ID #1

NLC-2023-12

Sample ID #2

NLC-2023-13

Add analyte(s) for testing

Select which **Wine** analytes you are testing in this application.

Select applicable analytes for Wine:

- Select All
 - Alcohol by volume
 - Total Extract
 - Titratable Acidity as Tartaric Acid
 - Volatile Acidity as Acetic Acid
 - Citric Acid
 - Total Sulfur Dioxide
 - Residual Sugars (expressed as glucose and fructose)
 - Sorbic Acid
 - Methanol
-

If the Sample IDs and/or analytes were entered/selected incorrectly, there is an **Edit sample IDs and/or analyte(s) for (Commodity)** link on the **Enter Test Results** screen.

Please correct any errors before entering test results because this edit function will clear out any results entered for the affected samples.

5. **Enter Test Results** screen:

- As stated above, prior to entering any test results, confirm that the Sample IDs and analytes selected are correct on the screen. CAUTION: Clicking the **Edit sample IDs and/or analyte(s) for (Commodity)** link will clear any prior Sample ID and analyte selections, so only click it if changes are necessary.

myTTB Dashboard > Chemist Certification > Submit Test Results

Enter Test Results - Wine

SPRING 2024

Enter your test results for each Wine analyte you have selected for certification before submitting to TTB.

[Edit sample IDs and/or analyte\(s\) for Wine](#)

- Enter the **Method** used for each analysis in the free text field (e.g., NIR, GC, Distillation for Alcohol by volume).

Enter Test Results – Wine

SPRING 2024

Enter your test results for each **Wine** analyte you have selected for certification before submitting to TTB.

[Edit sample IDs and/or analyte\(s\) for Wine](#)

All fields are mandatory unless otherwise stated.

Alcohol by volume

Reported to the nearest: 0.1% vol. @20 C

Method

NIR

- Enter the numeric test results obtained for each sample. The reporting requirements (e.g., decimal places, units) are listed below the analyte.

Enter Test Results – Wine

SPRING 2024

Enter your test results for each **Wine** analyte you have selected for certification. You will have a chance to review and edit your response before submitting to TTB.

[Edit sample IDs and/or analyte\(s\) for Wine](#)

All fields are mandatory unless otherwise stated.

Alcohol by volume

Reported to the nearest: 0.1% vol. @20 C

Method

NIR

Sample ID #1 NLC-2023-12 Test Result

14.3

Sample ID #2 NLC-2023-13 Test Result

11.9

Total Extract

Reported to the nearest: 0.1 g/L

Method

AOAC 920.62(a) Specific Gravity

Sample ID #1 NLC-2023-12 Test Result

22.5

Sample ID #2 NLC-2023-13 Test Result

35.6

Total Sulfur Dioxide

Reported to the nearest: 1 mg/L

Method

Aeration Oxidation

Sample ID #1 NLC-2023-12 Test Result

64

Sample ID #2 NLC-2023-13 Test Result

87

6. If additional explanation or comments are needed, enter in the box provided, otherwise, select **Submit** for this commodity's test results.

Note that this does not yet submit the results to TTB.

(Optional) Explanation or Comments

Explanation

Any comments should be entered here, this is optional so can be left blank

74 / 1000 characters allowed

Submit

7. Repeat Steps 4 through 6 for each commodity.

On the **My Commodities** screen, note the change in the button from **Enter test results** to **Edit analyte(s)**, as well as a green checkmark to indicate this commodity is complete.

My Commodities

⚠ Please allocate sufficient time to enter all your test results in one session. Any progress will be lost if you exit this page before submitting to TTB.



Beer

You have not entered test results for Beer.

[Enter test results](#)



Distilled Spirits

You have not entered test results for Distilled Spirits.

[Enter test results](#)



Wine ✓

You have entered test results for (3) Wine analyte(s):

[Edit analyte\(s\)](#)

8. Once the test results for all applicable commodities are entered, a green check will appear next to each completed commodity and the **Submit** button will be available to submit all results to TTB.

Select **Submit**.

My Commodities

⚠ Please allocate sufficient time to enter all your test results in one session. Any progress will be lost if you exit this page before submitting to TTB.



Beer ✓

You have entered test results for (1) Beer analyte(s):

[Edit analyte\(s\)](#)



Distilled Spirits ✓

You have entered test results for (1) Distilled Spirits analyte(s):

[Edit analyte\(s\)](#)



Wine ✓

You have entered test results for (3) Wine analyte(s):

[Edit analyte\(s\)](#)

[Submit](#)

9. The following banner will appear to confirm the sample test data was submitted.

✓ Chemist Certification sample test data successfully submitted.

You have successfully submitted your Chemist Certification sample test data.

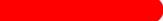
The status is **Assigned** (Data workflow) and is waiting for TTB evaluation.

Application Submissions

Submission Date	Cycle	Commodity	Type	Status	Action
06/06/2024	Spring 2024	Beer, Distilled Spirits, Wine	NEW	Assigned	View

In addition, TTB sends an email confirming that we received the results:

● Results Received:

 Fri, Jun 7 at 12:17 PM 



From: do-not-reply-myttb@ttb.gov
To: [REDACTED]



Thank you for participating in the TTB Chemist Certification program. Your results have been received. Certification results will be emailed to the address provided in the application packet on or before: **July 1**. If you have any questions please contact us at ChemistCertification@ttb.gov.

This is a system-generated email; please DO NOT REPLY.

Need help with your myTTB account?

Contact us at 866-240-0835 (7am-8pm EST, Mon-Fri).

[Privacy Policy](#) | [Privacy Impact Assessment](#)

Review TTB Evaluation and Access Certificate

Once data has been compiled from all participants in the cycle, TTB will evaluate the results.

1. TTB will send you an email once your results have been evaluated:

 myttbtestsmtp@gmail.com
to john.doe@abclabcorp.com

9:13AM (2 hours ago)    

 **TTB** Alcohol and Tobacco
Tax and Trade Bureau
U.S. Department of the Treasury

RE: Chemist Certification Program

Dear John Doe,

Your chemist certification results are complete and are now available for viewing on your myTTB chemist certification program portal page. If you have successfully earned certificates, they will be available for download.

[Log into myTTB](#)

This is a system-generated email; please DO NOT REPLY.

Need help with your myTTB account?
Contact us at 866-240-0835 (7am-8pm EST, Mon-Fri).

[Privacy Policy](#) | [Privacy Impact Assessment](#)

2. Log into myTTB and navigate to the **Chemist Certification** card.

3. Select **View test results**.

My Application Status

Your results are available.

SPRING 2024

Your chemist certification results are complete and are now available. If you have successfully earned a certificate, it will be available for download.

View test results

4. Scroll to the **Test results summary**. There are three possible outcomes:

- **Passed – all**

All analyte results are within the acceptance criteria. A certificate is available for the commodity with all the analytes listed.

Distilled Spirits Results					
PASSED			FAILED		
Analyte	Sample #NLC-2023-35 Value	Assigned Value +/- Std. Dev.	Sample #NLC-2023-36 Value	Assigned Value +/- Std. Dev.	Result
True Proof by Distillation	80.2	81.0 +- 1.5	65.7	66.0 +- 1.7	PASSED

- **Passed – some**

Some of the analyte results are within the acceptance criteria and some are not. A certificate is available for the commodity with all the passing analytes listed.

Failed analyses can be re-tested in the next cycle.

Wine Results					
PASSED			FAILED		
Analyte	Sample #NLC-2023-12 Value	Assigned Value +/- Std. Dev.	Sample #NLC-2023-13 Value	Assigned Value +/- Std. Dev.	Result
Alcohol by volume	14.3	14.6 +- 0.5	11.9	12.0 +- 1.0	PASSED
Total Extract	22.50	40.5 +- 2	35.6	50.9 +- 3	FAILED
Total Sulfur Dioxide	64	70 +- 8	87	80 +- 10	PASSED

- **Failed**

No analyte results are within the acceptance criteria for the commodity. No certificate is available.

Failed analyses can be re-tested in the next cycle.

Beer Results

PASSED

0

FAILED

1

[Download Certificate](#)

Analyte	Sample #NLC-2023-1 Value	Assigned Value +/- Std. Dev.	Sample #NLC-2023-2 Value	Assigned Value +/- Std. Dev.	Result
Alcohol by Weight	3.4	3.5 +/- 0.4	8.5	10 +/- 0.2	FAILED

5. If at least one analyte is within the acceptance criteria, a certificate (PDF file) is available by selecting the **Download Certificate** button.

If no analytes are within the acceptance criteria, the **Download Certificate** button is not active.



Chemist Certification

Certificate ID: 4384 [REDACTED]

<https://test-my.ttb.gov/verify-chem>

QR Code to
verification

The following individual is certified to perform the listed analysis for the purposes of export in accordance with TTB procedure 2018-2:

Chemist Name:
[REDACTED]

Facility Name:
[REDACTED]

Address:
12345 Warrior Drive
Oakland California 94605

Commodity Type:
Wine

Certified Analysis for purpose of export

1. Alcohol by volume
2. Total Sulfur Dioxide

Additional Information

This certification is valid from 06/17/2024 to 06/30/2026

The Alcohol and Tobacco Tax and Trade Bureau (TTB) of the U.S. Department of the Treasury confirms that [REDACTED] [REDACTED] is certified to perform analysis for Wine for the purpose of export listed on this certificate from 06/17/2024 to 06/30/2026.

Completed on: 06/17/2024



[REDACTED]
[REDACTED]
Alcohol and Tobacco Tax and Trade Bureau
6000 Ammendale Rd.
Beltsville, MD 20705

The QR Code and website link listed leads to a **Certificate of Authenticity** website for confirmation of the chemist's information and certified analyses.

6. The status is **Completed**.

7. The certificate can be accessed at any time by logging in and scrolling to the **Certificates** section of **My History** and selecting the **Download** link for the desired certificate. These are available for Fall 2024 cycle and later.

My History

Access a history of your application submissions and earned certificates.

Note: Submissions before Fall 2024 are not available to display.

Application Submissions

Submission Date	Cycle	Commodity	Type	Status	Action
06/06/2024	Spring 2024	Beer, Distilled Spirits, Wine	NEW	Completed	View

Rows per page: 5

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[Export](#)

Certificates

Approved Date	Expiration Date	Laboratory	Commodity	Status	Action
06/17/2024	06/30/2026	123 Distillery	Wine	APPROVED	Download
06/17/2024	06/30/2026	123 Distillery	Distilled Spirits	APPROVED	Download

Rows per page: 5

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[Export](#)

CONTACT US

Questions? If you have questions regarding TTB's Chemist Certification Program, contact the [Scientific Services Division](#) online or at **240-264-1671 or 240-264-1665.**

Last updated: August 23, 2024

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