



NC DEPARTMENT OF  
**INSURANCE**  
OFFICE OF STATE FIRE MARSHAL

**NORTH CAROLINA  
FIRE SAFE CIGARETTE**  
CREATING PACKAGES FOR SUBMISSION

Brand List

Mfr Information

Packages

4 brand(s) are expired

2 brand(s) expire within 60 days

Brand List for Sample Company

Q-

Go

Actions ▾

<u>Brand</u>	<u>Name</u>	<u>Style</u>	<u>Length</u>	<u>Circumference</u>	<u>Filter</u>	<u>Package</u>	<u>Flavor</u>	<u>End Date</u>	<u>Expiration Period</u>
B2290	Sample Brand 6	Full Flavor	84	24.8	Y	Box	N/A	01/25/2013	2 Months
B2289	Sample Brand 5	Virginia Blue	83	24.5	Y	Box	N/A	01/25/2013	2 Months
B2288	Sample Brand 4	American Red	84	25	Y	Box	N/A	01/25/2013	Expired
B2287	Sample Brand 3	Virginia Menthol	84	24.8	Y	Box	Menthol	01/25/2013	Expired
B2286	Sample Brand 2	Virginia Gold	83	24.8	Y	Box	N/A	01/25/2013	Expired
B2285	Sample Brand 1	Virginia Pink	83	25.1	Y	Box	N/A	01/25/2013	Expired

1 - 6 of 6

After log in, a list of all brands associated with your company will appear. In red are messages indicating the number of brands that are close to expiring.

Brand List **Mfr Information** Packages

Manufacturer Information for Sample Company

Apply Changes

Company Name Nbr Status FEIN  
Sample Company 1083 Active 15-4253678

\* Address Line 1

Drechsler - Strasse 1-3

Address Line 2

\* City

Lubeck

\* State

(Select State)

\* Zip Code

23556

Region

Country

Germany

Fax Phone

(494) 518-9006

Alternate Phone

Extension

Web Address

Primary Contact

First Name

Oliver

Middle Name

Last Name

Wrede

Email

owrede@von-eicken.com

Work Phone

(494) 518-9006

Work Extension

Cell Phone

Secondary Contact

First Name

Middle Name

Last Name

Email

Work Phone

Work Ext

Cell Phone

Representative

To change the representative Select a different person from the drop  
Edit

Representative

(Select rep)

Update

Edit

New

Name

Business Name

Address

Address

City

State

Zip

Region

Country

Work Phone

Extension

Alternate Phone Extension

Cell Phone

Fax

Email

**Mfr Information Tab**

Update contact, address and representative information for your company.

Note: If your representative is linked to other companies you will not be able to change his/her information. Contact FSC for assistance



Brand List   Mfr Information   **Packages**

**Instructions**

To create a package, click create button.  
 To edit a package, click on pencil icon available in the package row.

Create

	<u>Pkg. Type</u>	<u>Pkg. Status</u>	<u>Pkg. Date</u>	<u>Total Fee Amt</u>	<u>Mfr Wait Date</u>	<u>Completed Date</u>	<u>Pkg. Nbr</u>
	Reformulation	New	12/04/2012	\$1,000.00	-	-	P1178
	Initial	Completed	01/25/2010	\$1,500.00	-	01/25/2010	P1043

**Packages Tab**

List all packages for your company. Only edit packages that are in New or Waiting Mfr Resp.

To edit a package: Click the pencil to the left of the desired package.

To create a new package: click the create button.



- Package
- Lab Reports
- Brands
- Attachments

**Instructions**

1. To create a package, choose package type and click on Create button.  
Initial: only new brand styles will be entered.  
Reformulation: only existing brand styles may be selected. You may change the brand style characteristics (e.g. length).  
Recertification: only existing brand styles may be selected. No changes to the brand style is allowed.

2. The package type can be edited until one or more brand styles have been added.

3. Be sure to click Apply Changes after any update.

4. Go to the Lab Report tab. At least one lab report must be entered. You will not be able to add any brands until you enter the lab report(s).

5. Go to the Brands tab -  
a. If package is the Initial type, you will be able to add new brands one at a time. Enter all the required fields on Brand form including Lab Report, click Create.  
b. If package is either Recertification or Reformulation, click on the Add button. You will see a list of available brands to choose from. Please follow the instructions on Available Brands page.  
c. To edit a brand, click on the pencil available on the brand row on Brands tab.

6. Go to the Attachments tab-  
a. Upload any documents applicable to the package application  
b. You must attach at least one document of type 'Lab Report' and one document of type 'Package Marking'.  
c. If you have a notarized certification form with an INK seal you may upload it. If the seal is the raised type you must mail it to FSC Or your package will not be reviewed.

7. When you are ready to submit the package return to the Package tab and click the Done button.  
If the Done button is not visible then make sure that you have entered at least one brand and all required documents.

8. Once the package has been submitted to FSC you will not be able to make any changes to it.  
If FSC required any further information you will be notified and the package will be put back into an editable status.

Package Type Descriptions

**Package Form**

Create Mfr. Package List

\* Pkg. Type Initial Pkg. Date 12/05/2012

Package Type Selection

**Create a New Package**

Note: It is important that you choose the correct type. You will only be able to change the type if no brands are connected to the package.



Package **Lab Reports** Brands Attachments

Selected Package

Manufacturer	Pkg. Nbr	Pkg. Date	Pkg. Type	Pkg. Status	Total Fee Amt.	Amount Due
Sample Company	P1179	12/05/2012	Initial	New	\$ .00	\$ .00

[Manufacturer](#)

Lab Report

[Cancel](#) [Save](#)

\*If the lab that you used is not listed please contact FSC to have it added.

\* Lab\*      \* Project Code      \* Test Date

A.W. Spears Research Center  
 Altria/Phillip Morris Internal Lab  
 Arista Laboratories, inc  
 Bowman Gray Technical Center (of RJ Reynolds)  
 ITC R&D Centre  
 Japan Tocacco International Germany GmbH  
 KT&G Corporation Central Research Institute  
 Labstat International  
 Liggett Group LLC Lab  
 Liggett Group LLC Lab  
 R.J. Reynolds  
 test lab

**Add a Lab Report:**

Select the Lab from the list. If your lab is not in the list, contact FSC to have it added. Enter the project code and the test date.

**Be sure to click Save.**



Package **Lab Reports** Brands Attachments

Selected Package

Manufacturer	Pkg. Nbr	Pkg. Date	Pkg. Type	Pkg. Status	Total Fee Amt.	Amount Due
Sample Company	P1179	12/05/2012	Initial	New	\$ .00	\$ .00

Manufacturer

Add

Lab	Project Code	Test Date
 ITC R&D Centre	fdsalsjlk	12/01/2012

After saving the lab report you will be returned to this screen. If you need to enter another lab report then click Add and repeat the process.

**Note:** you will need to add a copy of each lab report to the package when you get to the attachment tab.



Package **Lab Reports** Brands Attachments

Selected Package

Manufacturer	Pkg. Nbr	Pkg. Date	Pkg. Type	Pkg. Status	Total Fee Amt.	Amount Due
Sample Company	P1179	12/05/2012	Initial	New	\$ .00	\$ .00

Manufacturer

Add

No data found.

Next go to the Lab Reports tab. Click the Add button to create a report.

**Note:** The **Manufacturer** button will return you to your list of packages on this and all following screens.

Package Lab Reports **Brands** Attachments

Selected Package

Manufacturer	Pkg. Nbr	Pkg. Date	Pkg. Type	Pkg. Status	Total Fee Amt.	Amount Due
Sample Company	P1179	12/05/2012	Initial	New	\$ .00	\$ .00

Manufacturer

Q-  Go Actions Add

No data found.

Next: Go to the Brands tab. Initially there will be no brands listed. Click the Add button to add brands to the package.

Package Lab Reports **Brands** Attachments

Selected Package

Manufacturer	Pkg. Nbr	Pkg. Date	Pkg. Type	Pkg. Status	Total Fee Amt.	Amount Due
Sample Company	P1179	12/05/2012	Initial	New	\$ .00	\$ .00

Manufacturer

Brand

Cancel Create

\* Name  \* Style  \* Length  \* Circumference  \* Package

Flavor  Prototype Filter  Alt Style

Note

\* Lab Rpt

For initial packages you will need to enter the name, style, length, circumference and package type for the brand. Select the Lab Report to associate the brand to. When done click Create. Click Cancel to return to the Brand List.



Package Lab Reports Brands Attachments

Selected Package

Manufacturer	Pkg. Nbr	Pkg. Date	Pkg. Type	Pkg. Status	Total Fee Amt.	Amount Due
Sample Company	P1178	12/04/2012	Reformulation	New	\$1,000.00	\$1,000.00

Manufa

Brands

Save button is enabled only when there are brands available to choose from. When Save button is enabled, select Lab Rpt, Select checkmark for brands to be added to this Package (or click 'Select Brands' button to select all brands and you may unselect the ones you choose not to) And Click Save.

Select All Brands

Save

Brands List

Lab Rpt

- KT&G Corporation Central Research Institute - fewuqw09390 (11/07/2012)
- KT&G Corporation Central Research Institute - fewuqw09390 (11/07/2012)
- Japan Tocacco International Germany GmbH - AABBSS-909090 (11/06/2012)

	PACKAGE	FLAVOR	BRAND_STATUS	ACCEPTED	END_DATE	MFR_WAIT	COMPLETED					
<input type="checkbox"/>	B2289	Sample Brand 5	Virginia Blue	83	24.5	Y	Box	N/A	Active	01/25/2010	01/25/2013	01/25/2010
<input type="checkbox"/>	B2290	Sample Brand 6	Full Flavor	84	24.8	Y	Box	N/A	Active	01/25/2010	01/25/2013	01/25/2010

row(s)

For Reformulation and Recertification packages you will see a list of brands. Click the checkbox to the left of each brand you want to add. Select the Lab Report you want associated with these brands. Click Brands List when done.

Package Lab Reports **Brands** Attachments

Selected Package

Manufacturer	Pkg. Nbr	Pkg. Date	Pkg. Type	Pkg. Status	Total Fee Amt.	Amount Due
Sample Company	P1179	12/05/2012	Initial	New	\$250.00	\$250.00

Manufacturer

Q-

	Status	Name	Style	Length	Circum.	Filter	Package	Flavor	Accepted	End Date	Expired	Brand Nbr	Verified
	Pending	New Cigarette	New Style	100	24	N	Box	None	-	-	-	B2639	Unverified

After saving one or more brands you will see a list of the brands attached to the package. To add more brands click the Add button. To edit click the Pencil for the desired brand.



Package Lab Reports **Brands** Attachments

**Selected Package**

Manufacturer	Pkg. Nbr	Pkg. Date	Pkg. Type	Pkg. Status	Total Fee Amt.	Amount Due
Sample Company	P1179	12/05/2012	Initial	New	\$250.00	\$250.00

[Manufacturer](#)

**Brand**

Brand Nbr B2639	Brand Status Pending	Verified Unverified
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\* Name: 
 \* Style: 
 \* Length: 
 \* Circumference: 
 \* Package:

Flavor: 
 Prototype Filter: 
 Alt Style:

Note:

\* Lab Rpt:

Rejection Explanation	Last Rejected Date	Mfr Wait Date
Updated 12/05/2012	Updated By Sample Company Manufacturer Contact	

If you return to a brand to edit it you will be able to change the attributes of the brand if the package is type INITIAL or REFORMULATION. If the package is RECERTIFICATION you will only be able to change the Lab report. Click Apply Changes to save any changes.



Package   Lab Reports   Brands   **Attachments**

**Selected Package**

Manufacturer	Pkg. Nbr	Pkg. Date	Pkg. Type	Pkg. Status	Total Fee Amt.	Amount Due
Sample Company	P1180	12/05/2012	Re-Certification	New	\$250.00	\$250.00

[Manufacturer](#)

**Upload File Attachment(s)**

[Upload](#)

\* File Type

File Description

\* Filename  
 [Browse...](#)

Filename	Type	Created	Description	
ADT.pdf	Lab Report	12/05/2012	-	<a href="#">Delete</a> <a href="#">View</a>

### **Attachment Tab**

You must upload at least one attachment of type Lab Report and at least one attachment of type Package Marking. You will also need to provide a notarized certificate. If you have one with an INK seal you may upload it now. Otherwise you will need to mail to FSC. To add an attachment select the file type, browse to the file on your computer and click Upload.



## Instructions

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c. To edit a brand, click on the pencil available on the brand row on Brands tab.

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## Package Form

Done

Mfr. Package List

* Pkg. Type	Pkg. Nbr	Pkg. Status	Pkg. Date	Total Fee Amt	Amount Due
Re-Certification	P1180	New	12/05/2012	\$250.00	\$250.00

Updated	Updated By
12/05/2012	Sample Company Manufacturer Contact

When your package is complete return to the Package Tab and click the Done Button. If you do not see the Done button then you either have not entered any brands or you have not attached the required attachment types.

