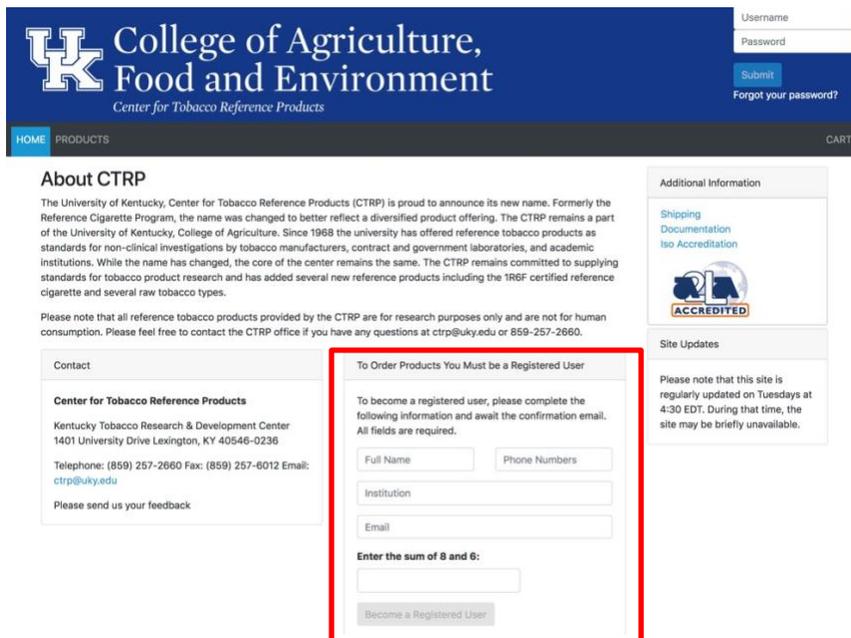


The Reference Cigarette Program  
1401 University Dr.  
Lexington, KY 40546-0236

Phone: (859) 257-2660  
Fax: (859) 257-6012  
[www.ctrp.uky.edu](http://www.ctrp.uky.edu)

## Placing an Order

### 1. Become a Registered User



The screenshot shows the CTRP website's registration process. At the top, there is a login section with fields for Username and Password, a Submit button, and a link for 'Forgot your password?'. Below this is a navigation bar with 'HOME', 'PRODUCTS', and 'CART' links. The main content area is titled 'About CTRP' and contains text explaining the center's name change and its commitment to research. To the right of the main text are three boxes: 'Additional Information' with links for Shipping, Documentation, and Iso Accreditation; 'Site Updates' with a note about regular updates on Tuesdays; and a registration form. The registration form, highlighted with a red border, is titled 'To Order Products You Must be a Registered User' and contains fields for Full Name, Phone Numbers, Institution, and Email. Below these fields is a CAPTCHA question 'Enter the sum of 8 and 6:' with an input field and a 'Become a Registered User' button. A 'Contact' box on the left provides the center's address, phone, fax, and email information.

To become a registered user, please send an email to [ctrp@uky.edu](mailto:ctrp@uky.edu) with:

- Your institution name
- Email address
- Phone number

## 2. Log into Center for Tobacco Reference Products (CTRP) website

Verified users will be emailed a user ID and link to setup a password for their account.



# College of Agriculture, Food and Environment

Center for Tobacco Reference Products

[Forgot your password?](#)

[HOME](#) [PRODUCTS](#) [CART](#)

### About CTRP

The University of Kentucky, Center for Tobacco Reference Products (CTRP) is proud to announce its new name. Formerly the Reference Cigarette Program, the name was changed to better reflect a diversified product offering. The CTRP remains a part of the University of Kentucky, College of Agriculture. Since 1968 the university has offered reference tobacco products as standards for non-clinical investigations by tobacco manufacturers, contract and government laboratories, and academic institutions. While the name has changed, the core of the center remains the same. The CTRP remains committed to supplying standards for tobacco product research and has added several new reference products including the 1R6F certified reference cigarette and several raw tobacco types.

Please note that all reference tobacco products provided by the CTRP are for research purposes only and are not for human consumption. Please feel free to contact the CTRP office if you have any questions at [ctrp@uky.edu](mailto:ctrp@uky.edu) or 859-257-2660.

#### Contact

**Center for Tobacco Reference Products**  
Kentucky Tobacco Research & Development Center  
1401 University Drive Lexington, KY 40546-0236  
Telephone: (859) 257-2660 Fax: (859) 257-6012 Email: [ctrp@uky.edu](mailto:ctrp@uky.edu)  
Please send us your feedback

#### To Order Products You Must be a Registered User

To become a registered user, please complete the following information and await the confirmation email. All fields are required.

   
  
  
**Enter the sum of 8 and 6:**

#### Additional Information

[Shipping](#)  
[Documentation](#)  
[Iso Accreditation](#)



#### Site Updates

Please note that this site is regularly updated on Tuesdays at 4:30 EDT. During that time, the site may be briefly unavailable.

### 3. Order Products

#### A. Select the Product

Click "Products" tab

Click product category

Click product to view details

#### B. Enter Product Quantity

Enter Quantity

Select unit (if applicable)

Click "Add to Cart"

For Proficiency Studies, please select the correct smoking machine (linear or rotary)

Linear Proficiency Test Kit CIG-2022C - Elements 12, 13 and 15

Rotary Proficiency Test Kit CIG-2022C - Elements 12,13 and 15

### C. Proceed to Checkout

HOME PRODUCTS MY ORDERS MY PROFICIENCY STUDIES CART : 1 ITEM(S)

Reference Cigarettes  
Ground Tobacco  
Proficiency Studies  
Smoke Condensate  
Previous Studies

#### 1R6F CIGARETTES



click for larger

**1R6F Composition:**  
Flue Cured 34%  
Burley 24%  
Oriental 12%  
Reconstituted 20%  
Expanded Flue Cured 7%  
Expanded Burley 3%

Reconstituted sheet made with by-products from the stemming process (flue cured stems/ burley stems / other tobacco materials from all 3 tobacco types).

Humectants added to total blend at 8-9% (includes Isosweet ~ 6.3%, glycerin ~1.7% dry weight basis and propylene glycol ~ 1%).  
No added final flavor utilized.

FSC Paper Specifications: Banded paper with band permeability of 9 CORESTA units and base paper permeability of 46 CORESTA units.

[Certificate of Analysis](#)

Qty:   
Unit: cartons  
[Add to Cart](#)

Cart Subtotal: \$64.00

Products added to cart!

[Proceed to Checkout?](#)

**Add more items to cart by selecting other categories and repeating step B**

**Go to checkout by clicking cart or "Proceed to Checkout?"**

### D. Verify Order

HOME PRODUCTS MY ORDERS MY PROFICIENCY STUDIES CART : 1 ITEM(S)

#### Shopping Cart

1. Verify Order 2. Addresses 3. Additional Questions 4. Finalize Order



**1R6F Cigarettes**  
Unit Price: \$32.00  
Quantity: 2 cartons  
Total: \$64.00  
[Remove from Cart](#)

[Continue >>](#)

**Change quantity or remove items from cart**

**Click "Continue >>" if order is correct.**

Cart Total: \$64.00

## E. Complete Shipping and Billing Address information.

### Shopping Cart

1. Verify Order 2. Addresses 3. Additional Questions 4. Finalize Order

Fields marked red are required.

Previous Shipping Addresses: -- select an option --

**Continue >>**

**Shipping Address**

Matt	Craft
University of Kentucky Center for Tobacco Reference Prod.	matthew.craft@uky.edu
1401 University Drive, Kentucky Tobacco Research and Dev	Room 200
Lexington	Kentucky
40546-0236	United States
859-257-2660	859-257-6012
Please ship via UPS Ground	CTRP-01142016-PT
	Tax ID

**Copy Shipping Address into Billing?**

Previous Billing Addresses: -- select an option --

**Billing Address**

Elizabeth	Vice
Center for Tobacco Reference Products	evice0@uky.edu
1401 University Drive, Kentucky Tobacco Research and Dev	Address 2
Lexington	Kentucky
40546-0236	United States
859-257-2660	859-257-6012

## F. Answer Additional Information questions. Check all that apply. Select Institution Type.

### Shopping Cart

1. Verify Order 2. Addresses 3. Additional Questions 4. Finalize Order

You must answer all questions before proceeding.

**Continue >>**

**1R6F Cigarettes**

How do you plan to use this product?

- Research
- Quality Control Monitoring
- Proficiency Testing
- Inter-Laboratory Comparison
- Other

When do you plan to use this product?

- Within 6 months
- Within 1 year
- Other

How do you plan to dispose of any unused portion of this product?

- Contained incineration
- Other

Institution Type

- Governmental
- Non-Governmental

If your purchase contains a proficiency study, you will need to click "Download Terms and Conditions" and then click the "I Agree" button

#### Proficiency Study terms and Conditions

Please read the terms and conditions for purchasing a proficiency study.

**Download Terms and Conditions**

I Agree

**G. Finalize Order. Review information for accuracy. Click “Place Order” button.**

Shopping Cart

1. Verify Order 2. Addresses 3. Additional Questions 4. Finalize Order



**1R6F Cigarettes**  
Unit Price: \$32.00  
Quantity: 2 cartons  
Total: \$64.00

Place Order

**Cart Total: \$64.00**

**Address: Billing**  
Elizabeth Vice  
Center for Tobacco Reference Products  
evice0@uky.edu  
1401 University Drive, Kentucky Tobacco Research and Development Center  
Lexington Kentucky 40546-0236  
United States  
859-257-2660

**Address: Shipping**  
Matt Craft  
University of Kentucky Center for Tobacco Reference Products  
matthew.craft@uky.edu  
1401 University Drive, Kentucky Tobacco Research and Development Center  
Room 200  
Lexington Kentucky 40546-0236  
United States  
859-257-2660  
CTRP-01142016-PT

Please ship via UPS Ground

Questions -

1R6F Cigarettes

How do you plan to use this product?

Research

Quality Control Monitoring

When do you plan to use this product?

Within 6 months

How do you plan to dispose of any unused portion of this product?

Contained Incineration

**H. Document Manager. (1) Download Disclaimer; (2) type contact information into text box on Disclaimer form; (3) print; (4) sign; (5) scan to file; and (6) upload document to CTRP website. Follow “Document Upload Instructions” on screen below.**

Order Id	Order Date	Subtotal	Ship Date	Status
106	8/24/18	\$64.00		Order Received - UPLOAD SIGNED DISCLAIMER
105	8/23/18	\$32.00		Order Received - UPLOAD SIGNED DISCLAIMER
104	8/23/18	\$32.00		Order Received - UPLOAD SIGNED DISCLAIMER
103	8/23/18	\$6,465.00		Order Received - UPLOAD SIGNED DISCLAIMER
102	8/22/18	\$200.00		Order Received - UPLOAD SIGNED DISCLAIMER
101	8/22/18	\$84.00		Order Received - UPLOAD SIGNED DISCLAIMER

Product Name	Price Per Unit	Quantity Ordered	Quantity Per Unit	Total Product Cost
1R6F Cigarettes	\$32.00	2	200 (cigarettes)	\$64.00
Product Total				\$64.00
Shipping				Charges to be determined
Balance Due				\$64.00

[Print Order Summary](#)

**Address: Billing**

Elizabeth Vice  
 1401 University Drive, Kentucky Tobacco Research and Development Center  
 Lexington Kentucky 40546-0236  
 United States

**Address: Shipping**

Matt Craft  
 1401 University Drive, Kentucky Tobacco Research and Development Center  
 Lexington Kentucky 40546-0236  
 United States

**Document Manager**

**Order Disclaimer**

The Center for Tobacco Reference Products requires that a signed disclaimer be uploaded with every order before that order can be processed

It is also possible that other documents may be required by law. Please contact the Center for Tobacco Reference Products if you have questions.

[Download unsigned disclaimer](#)

**Document Upload Instructions**

1. Select the type of file document you want to upload.
2. Select the file from your computer and click "Upload"
3. Accepted file extensions: .pdf, .docx, .xlsx, .jpg, .png
4. **There are NO additional terms and conditions, and any attempt to add via purchase order or otherwise is VOID.**

Select Category:

Document Description (optional, 150 characters max)

Select File:  
 No file chosen

The customer can also upload other documents, tax forms, shipping instructions, etc. may also be uploaded at this time.

**Please note:** Orders are not processed without a signed disclaimer form. If a Purchase Order # is noted, then a PO must be attached. The PO must contain the text: *"The University Of Kentucky General Terms and Conditions will oversee this contract. There are NO additional terms and conditions, and any attempt to add via purchase order or otherwise is VOID."*