


## How to Submit Comments to the Interim Proficiency Test Report

**Step 1:** Go to <http://www.ctrp.uky.edu/> website and login into the system. Username / Password.



# College of Agriculture, Food and Environment

Center for Tobacco Reference Products

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### About CTRP

The Center for Tobacco Reference Products (CTRP) is part of the University of Kentucky, College of Agriculture and has offered reference tobacco products as standards for non-clinical investigations by tobacco manufacturers, contract and government laboratories, and academic institutions since 1968. The core mission of the CTRP is to design and supply certified reference tobacco products and lead a proficiency testing program to better serve the needs of the tobacco research industry.

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**

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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 2 and 2:

#### News

**The CTRP website will be down for maintenance Thursday, September 13th at 1:00pm EDT. We expect to have it back online by 5:00pm EDT.**

#### 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.

<https://www.ca.uky.edu>

**Step 2:** Click on “My Proficiency Studies” tab.

**Step 3:** Identify the Proficiency Study open for comments and download the Interim Report.

**Step 4:** Click “Submit Comments” to open a comment box.



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Logged in as james  
log out

HOMEPRODUCTSMY ORDERSMY PROFICIENCY STUDIESCART

CIG-2018C 2

CIG-2018B 2

CIG-2018C

Interim Report Available! Please submit any comments by 11/21/2018 - 83 day(s)

Available Documents: ProtocolInterim Report 3.

Machine Type Linear

Data Id	Purchaser	Template	Submit Data
4909	james	Download Template	Submit Comments
4908	james	Download Template	Submit CommentsSubmitted Data

3. ✓

4.

**Step 5:** Comment box will appear. Enter comments into text box: Page Number; Paragraph Number; Table/Figure (if applicable); and Comments.

**Step 6:** After you have typed in your comments, you can “Submit” or “Add another” comment. CTRP recommends that you frequently “Submit” your comments in the event that you may lose Internet connectivity.

The screenshot shows the 'CIG-2018C' submission page. A modal box titled 'Submit Comments' is open, containing the following fields:

- Page:
- Paragraph:
- Table/Figure:
- Comment:

Below the modal box, there are two buttons: 'Add Another' and 'Submit'. The number '6.' is written next to the 'Add Another' button.

The background interface includes the University of Kentucky logo and the text 'College of Agriculture, Food and Environment' and 'Center for Tobacco Reference Products'. The user is logged in as 'james' and can click 'log out'. The navigation bar includes 'HOME', 'PRODUCTS', 'MY ORDERS', 'MY PROFICIENCY STUDIES', and 'CART'. The main content area shows a table of available documents with columns for 'Machine Type', 'Data Id', and 'P'. The table lists two documents: '4909' and '4908'. To the right of the table, there is a 'Submit Data' section with a 'Submit Comments' button and a 'Submitted Data' link.