

1401 University Dr.  
Lexington, KY 40546-0236

859 257-7044  
[www.ctrp.uky.edu](http://www.ctrp.uky.edu)

## Placing an Order and Uploading Proficiency Test Data

### 1. Become a Registered User

**UK**  
UNIVERSITY OF  
**KENTUCKY**

Center for Tobacco Reference Products

[Home](#) [Products](#) [International Shipping FAQ](#)

Username:

Password:

Login

#### 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 is in the process of adding 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.

#### Documents

- [3R4F Preliminary Analysis.pdf](#)
- [2015 Variation in tobacco article - 3R4F.pdf](#)
- [Mainstream Smoke Chemistry 3R4F, 2R4F.pdf](#)
- [Storage Information 2015-3-20.pdf](#)
- [Smokeless Tobacco Research Booklet.pdf](#)

#### 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)


#### Not a Registered User?

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

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



# Center for Tobacco Reference Products

[Home](#)[Products](#)[International Shipping FAQ](#)

## 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 is in the process of adding 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)

## Not a Registered User?

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

### Documents

[3R4F Preliminary Analysis.pdf](#)

[2015 Variation in tobacco article - 3R4F.pdf](#)

[Mainstream Smoke Chemistry 3R4F, 2R4F.pdf](#)

[Storage Information 2015-3-20.pdf](#)

[Smokeless Tobacco Research Booklet.pdf](#)

UK  
UNIVERSITY OF  
KENTUCKY

Center for Tobacco Reference Products

Logged in as: matt.craft [Logout](#)

Institution: [CTRP Administrators](#)

Home **Products** International Shipping FAQ My Orders Proficiency Studies

1. Products 2. Shipping and Billing 3. Additional Information 4. Finalize Order

Your Current Order Total:

Product Categories

Products

Product Category: Reference Cigarettes

Reference Cigarettes  
Proficiency Studies  
Ground Tobacco

**3R4F Composition:**

Flue Cured 35.41%  
Burley 21.62%  
Oriental 12.07%  
Maryland 1.35%  
Reconstituted (Schweitzer Process) 29.55%  
Glycerine (dry-weight basis @ 11.6% OV) 2.67%  
Isosweet (sugar) 6.41%

(1 case = 25 cartons = 5,000 cigarettes)

**Price per Unit**

\$20.00 for 1 carton (200 cigarette)

Add to Order:

**1R6F Composition:**

Flue Cured 34%  
Burley 24%  
Oriental 12%  
Reconstituted 20%

**Price per Unit**

\$32.00 for 1 carton (200 cigarette)

## B. Enter Product Quantity

KENTUCKY<sup>®</sup>

HomeProductsInternational Shipping FAQMy OrdersProficiency Studies

Institution: Lab 1

1. Products2. Shipping and Billing3. Additional Information4. Finalize Order

Your Current Order Total: \$500.00

Product Categories

Reference Cigarettes

Proficiency Studies


Ground Tobacco

Products

Product Category: Reference Cigarettes

Product Category: Proficiency Studies

Linear Proficiency Study



LINEAR Proficiency Test Kit 2015Q4 – Elements 3 - 6

Proficiency Test for NNK, NNN, and Benzo(a)pyrene

Element 3: Tobacco Specific, Nitrosamines (NNK, NNN) in Mainstream Smoke ISO Smoking Regimen  
Element 4: Tobacco Specific, Nitrosamines in Mainstream Smoke Canadian Intense Smoking Regimen  
Element 5: Benzo(a)pyrene in Mainstream Smoke ISO Smoking Regimen  
Element 6: Benzo(a)pyrene in Mainstream Smoke Canadian Intense Smoking Regimen

LINEAR Proficiency Test Kit 2015Q4 includes the protocol, cigarettes for study, template for entry of results, and final report.

The results must be uploaded by Dec. 31, 2015 for inclusion in the report to be distributed in February 2016.

Price per Unit


\$500.00 for 1 Proficiency Test Kit (1 kit)

Subtotal: \$500.00

Enter product quantity

Add to Order: 1

Rotary Proficiency Study



ROTARY Proficiency Test Kit 2015Q4 – Elements 3 - 6

Proficiency Test for NNK, NNN, and Benzo(a)pyrene

Element 3: Tobacco Specific, Nitrosamines (NNK, NNN) in Mainstream Smoke ISO Smoking Regimen  
Element 4: Tobacco Specific, Nitrosamines in Mainstream Smoke Canadian Intense Smoking Regimen  
Element 5: Benzo(a)pyrene in Mainstream Smoke ISO Smoking Regimen  
Element 6: Benzo(a)pyrene in Mainstream Smoke Canadian Intense Smoking Regimen

ROTARY Proficiency Test Kit 2015Q4 includes the protocol, cigarettes for study, template for entry of results, and final report.

The results must be uploaded by Dec. 31, 2015 for inclusion in the report to be distributed in February 2016.

Price per Unit

\$500.00 for 1 Proficiency Test Kit (1 kit)

Add to Order:

Product Category: Ground Tobacco

Click "Continue" button

CONTINUE

### C. Complete Shipping and Billing Address information.

1. Products

2. Shipping and Billing

3. Additional Information

4. Finalize Order

Shipping and Billing

Tell us where to ship and bill your order

Shipping Address

First Name:	Matt	Last Name:	Craft
Institution:	University of Kentucky Center for Tobacco Reference Products	Email:	matthew.craft1@uky.edu
Address:	1401 University Drive, Kentucky Tobacco Research & Development Center	Address2:	Room 200
City:	Lexington	State/Province/Region:	Kentucky
Zip:	40546-0236	Country:	United States
Phone:	859-257-2660	Fax:	859-257-6012

Use Shipping Address for Billing Address? ☐

Shipping Instructions: Please ship via UPS Ground Service

PO number: CTRP-01142016-PT

Billing Address

First Name:	Elizabeth	Last Name:	Vice
Institution:	Center for Tobacco Reference Products	Email:	evince0@email.uky.edu x
Address:	1401 University Drive, Kentucky Tobacco Research & Development Center	Address2:	
City:	Lexington	State/Province/Region:	Kentucky
Zip:	40546-0236	Country:	United States
Phone:	859-257-2660	Fax:	859-257-6012

Reset Form

BACK

CONTINUE

**D. Answer Additional Information questions. Check all that apply. Select Institution Type.**

Additional Information

Linear Proficiency Study for 1R6F Cigarettes

How do you plan to use the 1R6F cigarettes in your order?  
Should any diversion of the reference cigarettes occur from their intended research purposes, you may be liable for payment of tax on these cigarettes.

☐ Research  
☐ Quality Control Monitoring  
☒ Proficiency Testing  
☐ Inter-laboratory Comparison  
☐ Other

When do you plan to use the 1R6F cigarettes in your order?  
☒ Within 6 months  
☐ Within a year  
☐ Other

How do you plan to dispose of any unused portion of the 1R6F cigarettes in your order?  
☒ Contained incineration  
☐ Remove filter, open rod, separate tobacco from paper and dispose of all components  
☐ Other

Institution Type

Institution type: Is your institution governmental or non-governmental (commercial/private)?  
☐ Governmental  
☒ Non-Governmental

Terms and Conditions

Click to download the Terms and Conditions and enable the acceptance radio button below

Do you accept the Terms and Conditions for the purchase of a proficiency study?  
☐ I accept the Terms and Conditions

BACK

CONTINUE

**E. Click the blue button “Click to download the Terms and Conditions and enable the acceptance radio button below.” Next, click the “I accept the Terms and Conditions” radio button and click the “Continue” button.**

Additional Information

Linear Proficiency Study for 1R6F Cigarettes

How do you plan to use the 1R6F cigarettes in your order?  
Should any diversion of the reference cigarettes occur from their intended research purposes, you may be liable for payment of tax on these cigarettes.

☐ Research  
☐ Quality Control Monitoring  
☒ Proficiency Testing  
☐ Inter-laboratory Comparison  
☐ Other

When do you plan to use the 1R6F cigarettes in your order?  
☒ Within 6 months  
☐ Within a year  
☐ Other

How do you plan to dispose of any unused portion of the 1R6F cigarettes in your order?  
☒ Contained incineration  
☐ Remove filter, open rod, separate tobacco from paper and dispose of all components  
☐ Other

Institution Type

Institution type: Is your institution governmental or non-governmental (commercial/private)?  
☐ Governmental  
☒ Non-Governmental

Terms and Conditions

Click to download the Terms and Conditions and enable the acceptance radio button below

Do you accept the Terms and Conditions for the purchase of a proficiency study?  
☒ I accept the Terms and Conditions

BACK

CONTINUE

**F. Finalize Order. Review information for accuracy. Click “Confirm and Submit” button.**

1. Products


2. Shipping and Billing

3. Additional Information

4. Finalize Order

Finalize Order

PRODUCTS

	Product name	Offering and price	Quantity	Total Items	Subtotal
	Linear Proficiency Study for 1R6F Cigarettes	1 Proficiency Test Kit (1 kits) @ \$500	1	1 Proficiency Test Kit (1 kits)	\$500.00
			Total units: 1	Total (excl. shipping):	\$500.00

Shipping Address

**Institution:** University of Kentucky Center for Tobacco Reference Products  
**First name:** Matt  
**Last name:** Craft  
**Address:** 1401 University Drive, Kentucky Tobacco Research & Development Center  
**City:** Lexington  
**State/Region:** Kentucky  
**ZIP:** 40546-0236  
**Country:** United States  
**Phone:** 859-257-2660  
**Fax:** 859-257-6012  
**Email:** matthew.craft1@uky.edu

Billing Address

**Institution:** Center for Tobacco Reference Products  
**First name:** Elizabeth  
**Last name:** Vice  
**Address:** 1401 University Drive, Kentucky Tobacco Research & Development Center  
**City:** Lexington  
**State/Region:** Kentucky  
**ZIP:** 40546-0236  
**Country:** United States  
**Phone:** 859-257-2660  
**Fax:** 859-257-6012  
**Email:** evic0@email.uky.edu

Additional Information

Question text	Answer	Other text
How do you plan to use the 1R6F cigarettes in your order?	Proficiency Testing	
When do you plan to use the 1R6F cigarettes in your order?	Within 6 months	
How do you plan to dispose of any unused portion of the 1R6F cigarettes in your order?	Contained incineration	

There are NO additional terms and conditions, and any attempt to add via purchase order or otherwise is VOID.

CONFIRM AND SUBMIT

**G. 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.**

Home

Products

International Shipping FAQ

My Orders

Proficiency Studies

Your order has been successfully submitted and is displayed in your order history below.

Order History

ID	Order Date ↓	Total	Institution	Ship Date	Status	View Order Details
3527	January 14, 2016	\$500.00	CTRP LAB1		Order Received - ACTION REQUIRED. Submit signed disclaimer below.	View Details
3506	January 14, 2016	\$1,000.00	CTRP LAB1		Order Received - ACTION REQUIRED. Submit signed disclaimer below.	View Details
3432	January 13, 2016	\$500.00	CTRP LAB1		PENDING APPROVAL	View Details
3342	January 12, 2016	\$6,200.00	CTRP LAB1		PENDING APPROVAL	View Details
3317	January 12, 2016	\$500.00	CTRP LAB1		PENDING APPROVAL	View Details
3300	January 12, 2016	\$9,000.00	CTRP LAB1		PENDING APPROVAL	View Details
3244	January 11, 2016	\$7,200.00	CTRP LAB1		PENDING APPROVAL	View Details
3236	January 11, 2016	\$1,300.00	CTRP LAB1		PENDING APPROVAL	View Details

Order ID: 3527

Expand All

Print Order to PDF

Products Ordered

Document Manager

ACTION REQUIRED: Download the unsigned disclaimer, sign it, and upload it using the form below.

Order Disclaimer

The Center for Tobacco Reference Products requires that a signed disclaimer must 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.

Document Category:

Document Description (optional, 150 chars max):

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.”*

# Uploading Proficiency Test Data

- Proficiency Test Kit Orders.** Click the “Proficiency Studies” tab to download the Protocol, Data Template, and Analysis Report (when available). The participant will also upload the completed Excel reporting template from this page.

UK UNIVERSITY OF KENTUCKY Center for Tobacco Reference Products

Logged in as: matt.craft Logout

Institution: Lab 1

Home Products International Shipping FAQ My Orders Proficiency Studies

Proficiency Studies

Order Date	Data Set ID	Product	Status	Actions	Study End Date
01/07/2016	2861	1R6F	1R6F Linear Proficiency Study 2016A Data submitted on 01/07/2016, waiting on CTRP to generate analysis report. Downloads: <a href="#">Protocol</a> / <a href="#">Data Template</a> / <a href="#">Submitted Data</a> / Analysis Report	<a href="#">Submit Proficiency Data</a>	04/30/2016
01/08/2016	2963	1R6F	1R6F Rotary Proficiency Study 2016A Data submission needed before 04/30/2016 Downloads: <a href="#">Protocol</a> / <a href="#">Data Template</a> / Submitted Data / Analysis Report	<a href="#">Submit Proficiency Data</a>	04/30/2016
01/12/2016	3324	1R6F	1R6F Linear Proficiency Study 2016A Data submitted on 01/12/2016, waiting on CTRP to generate analysis report. Downloads: <a href="#">Protocol</a> / <a href="#">Data Template</a> / <a href="#">Submitted Data</a> / Analysis Report	<a href="#">Submit Proficiency Data</a>	04/30/2016
01/13/2016	3439	1R6F	1R6F Linear Proficiency Study 2016A Data submitted on 01/13/2016, waiting on CTRP to generate analysis report. Downloads: <a href="#">Protocol</a> / <a href="#">Data Template</a> / <a href="#">Submitted Data</a> / Analysis Report	<a href="#">Submit Proficiency Data</a>	04/30/2016
01/14/2016	3513	1R6F	1R6F Linear Proficiency Study 2016A Data submission needed before 04/30/2016 Downloads: <a href="#">Protocol</a> / <a href="#">Data Template</a> / Submitted Data / Analysis Report	<a href="#">Submit Proficiency Data</a>	04/30/2016
01/14/2016	3534	1R6F	1R6F Linear Proficiency Study 2016A Data submission needed before 04/30/2016 Downloads: <a href="#">Protocol</a> / <a href="#">Data Template</a> / Submitted Data / Analysis Report	<a href="#">Submit Proficiency Data</a>	04/30/2016
01/14/2016	3542	1R6F	1R6F Linear Proficiency Study 2016A Data submission needed before 04/30/2016 Downloads: <a href="#">Protocol</a> / <a href="#">Data Template</a> / Submitted Data / Analysis Report	<a href="#">Submit Proficiency Data</a>	04/30/2016
01/14/2016	3550	1R6F	1R6F Linear Proficiency Study 2016A Data submission needed before 04/30/2016 Downloads: <a href="#">Protocol</a> / <a href="#">Data Template</a> / Submitted Data / Analysis Report	<a href="#">Submit Proficiency Data</a>	04/30/2016
01/14/2016	3573	1R6F	1R6F Linear Proficiency Study 2016A Data submission needed before 04/30/2016 Downloads: <a href="#">Protocol</a> / <a href="#">Data Template</a> / Submitted Data / Analysis Report	<a href="#">Submit Proficiency Data</a>	04/30/2016



## 2. Excel reporting template. Download and Complete the Excel reporting template.

3573 [Read-Only] - Excel

GET THE NEW OFFICE It's one of the perks of having Office 365. See what's new Update Office

1 CTRP Proficiency Data for Linear Smoking Machines

2 Revision 20151022

3

4 Institution Collecting Data Lab 1

5 Tobacco Product Name 1R6F

6 Proficiency Study Order Date 01/14/16

7

8 Physical Measurements Data

9 Phys. Measurements Machine Make

10 Phys. Measurements Machine Model

11 Phys. Measurements Test Date

12

13 Replicate Resist. to Draw Resist. to Draw Total Ventilation Total Ventilation Tobacco Weight Tobacco Weight Cigarette Weight Cigarette Weight

14 (20 cig. Each) mm H2O (Avg.) mm H2O (Std. Dev.) % (Avg.) % (Std. Dev.) mg (Avg.) mg (Std. Dev.) mg (Avg.) mg (Std. Dev.)

15 1

16 2

17 3

18 4

19 5

20 Linear Machine Smoking Data

21 Linear Machine Make

22 Linear Machine Model

23

24 ISO Data

CTRP Linear Data Collection Sheet1

READY

AVERAGE: 6.4787 COUNT: 30 SUM: 194.361

9:37 PM 1/14/2016

Lab data entered into the Excel reporting template ready for upload.

3573- LinearProfStudyTemplate 1-14-2016 - Excel

GET THE NEW OFFICE It's one of the perks of having Office 365. See what's new Update Office

H39 9.6

1 CTRP Proficiency Data for Linear Smoking Machines

2 Revision 20151022

3

4 Institution Collecting Data Lab 1

5 Tobacco Product Name 1R6F

6 Proficiency Study Order Date 01/14/16

7

8 Physical Measurements Data

9 Phys. Measurements Machine Make Mettler Toledo - 3456X2

10 Phys. Measurements Machine Model Model - CIG2015

11 Phys. Measurements Test Date 1/14/2016

12

13 Replicate Resist. to Draw Resist. to Draw Total Ventilation Total Ventilation Tobacco Weight Tobacco Weight Cigarette Weight Cigarette Weight

14 (20 cig. Each) mm H2O (Avg.) mm H2O (Std. Dev.) % (Avg.) % (Std. Dev.) mg (Avg.) mg (Std. Dev.) mg (Avg.) mg (Std. Dev.)

15 1 1.01 0.12 0.65 0.12 761.1 18 1041.1 16.1

16 2 1.02 0.13 0.66 0.13 761.2 18.1 1041.2 16.2

17 3 1.03 0.14 0.67 0.14 761.3 18.2 1041.3 16.3

18 4 1.04 0.15 0.68 0.15 761.4 18.3 1041.4 16.4

19 5 1.05 0.16 0.69 0.16 761.5 18.4 1041.5 16.5

20 Linear Machine Smoking Data

21 Linear Machine Make Cerulean

22 Linear Machine Model Model-2016-NUUG

23

24 ISO Data

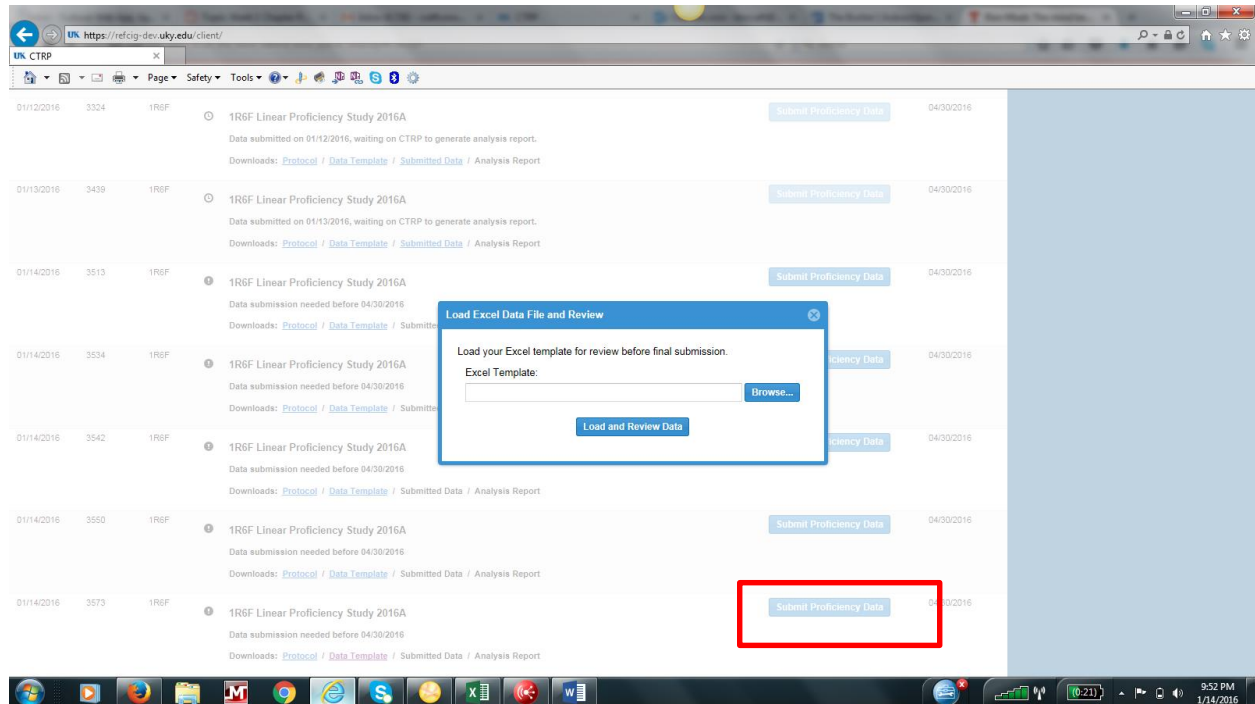
CTRP Linear Data Collection Sheet1

READY

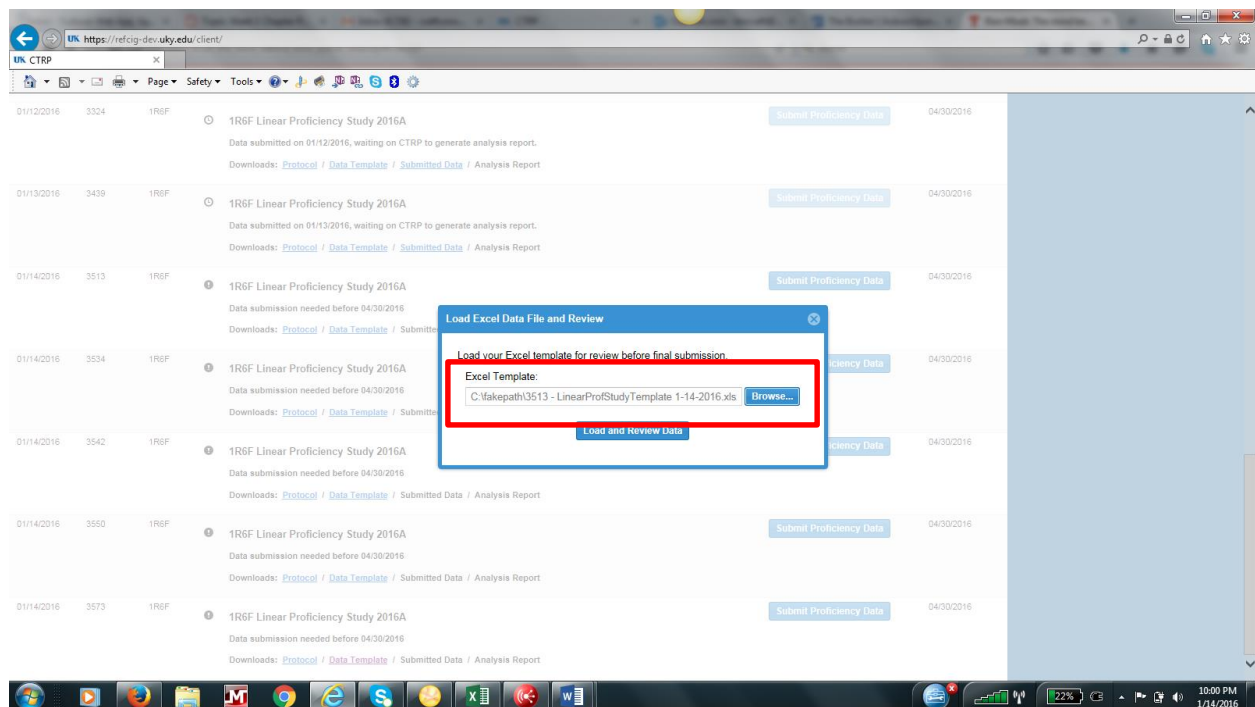
AVERAGE: 6.4787 COUNT: 30 SUM: 194.361

9:52 PM 1/14/2016

3. **Uploading Excel reporting template.** (1) Click the “Submit Proficiency Data” blue button for the desired reporting proficiency study; (2) browse your computer for the Excel reporting template (complete with lab data) for that proficiency study; (3) select the appropriate file; and (4) then click the “Load and Review” button.



File is selected for upload.



4. **Reviewing Data Online.** Review the data uploaded from the Excel reporting template to the CTRP database. Once the data has been verified, click the “Confirm and Submit Data” button for the final submission of data to the CTRP.

Downloads: [Protocol](#) / [Data Template](#) / Submitted Data / Analysis Report

### Proficiency Study Confirmation

Institution: Lab 1  
Tobacco Product: 1R6F  
Order Date: 01/15/2016  
ISO Accreditation: do not wish to declare

**Confirm and Submit Data**

Notes:  
This test was run on recently calibrated equipment. There was one lab technician that conducted the Proficiency Test.

### Physical Parameters

Phys. Measurements Machine Make: Mettler Toledo - 3456VZ  
Phys. Measurements Machine Model: Model - CIG2015  
Phys. Measurements Test Date: 01/14/2016

Replicate	Resist. to Draw mm H2O (Avg.)	Resist. to Draw mm H2O (Std. Dev.)	Total Vent. % (Avg.)	Total Vent. % (Std. Dev.)	Tobacco Weight mg (Avg.)	Tobacco Weight mg (Std. Dev.)	Cigarette Weight mg (Avg.)	Cigarette Weight mg (Std. Dev.)
1	1.01	0.12	0.65	0.12	761.1	18	1041.1	16.1
2	1.02	0.13	0.66	0.13	761.2	18.1	1041.2	16.2
3	1.03	0.14	0.67	0.14	761.3	18.2	1041.3	16.3
4	1.04	0.15	0.68	0.15	761.4	18.3	1041.4	16.4
5	1.05	0.16	0.69	0.16	761.5	18.4	1041.5	16.5

### Linear Machine Smoking Data

Machine Make: Cerulean  
Machine Model: Model 2005-11000

Downloads: [Protocol](#) / [Data Template](#) / Submitted Data / Analysis Report