



Application for Membership

WWW.AEMSA.ORG

American e-liquid manufacturing
standards Association (AEMSA)

The Application Process

Thank you for your interest in joining AMESA we look forward to working with you during the process of applying for membership. AEMSA is an All-Volunteer organization run by its members and the application process is run by a combination of members serving on the Applications Committee. The application process has several steps to obtain full membership below the overall process is described.

1. Initial Application

- a. Fill out an application form and submit the application to info@AEMSA.org
- b. A brief review for completeness and eligibility is conducted by the AEMSA Application Committee (AAC)
- c. Once completed AEMSA will send you our Mutual Non-Disclosure Agreement and supplemental materials.
- d. Submit the NDA and application fee to AEMSA.
- e. The application is reviewed by the AEMSA Application Committee (AAC)
- f. The AAC will contact you and provide guidance for preparation for the interview as well as schedule the interview

2. Interview

All member organizations will undergo an interview session with the AAC

The applicant should have read, be familiar with and self-evaluated their compliance to the published standards

Interviews are typically 1 hours in length

A member organization may undergo several interviews to fully evaluate compliance level

The 1st round interview is relatively informal and intended to help us (and you) assess where your operation is relative to the standards. The standards are posted on the web site and do not include any operational trade secrets or intellectual property. We ARE focused on verifying accuracy in content, quality ingredients, professional environments, etc. as listed in the Standards. AEMSA wishes to remain as noninvasive as possible while ensuring the standards are met and maintained. We want our members to feel comfortable with the process and we are open to hearing any concerns. As new manufacturers join, they each have a voice in refining the process and/or Standards. More voices means additional insights and perspectives

NOTE - Members to not have to be fully compliant to be accepted into AEMSA. AEMSA has a process that allows members provisional membership with an established timeframe to become fully compliant with the standards.

3. Application Review

- a. The application committee will review the application, interviews, inspections and any supplemental information submitted and produce an action report.
- b. The Action report will contain at a minimum
 - i. Standards evaluation indicating
 1. Standard Fully Met

2. Standard Partially Met
 3. Standard not Established
 - ii. Recommendations
 1. Period of time to allow to bring all standards to the Fully Met Status
 2. Recommendation for membership status
 3. Next review date
 4. Board Review
 - . The applications committee will present to the AEMSA board of directors a review of the application process and any recommendations
 - a. Board of Directors will vote on the New Member Status
 - b. The applications committee will inform the applicant of the board decision
 5. After acceptance as a general member, we will work with you to continue through the process to become a "Certified" Member". This will include the second round of "evidentiary documentation", pre-inspection interview to establish the member is in compliance and ready for inspection and the final onsite inspection.
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What does AEMSA membership cost?

Your membership dues will support the AEMSA's mission of preserving and promoting Tobacco Harm Reduction through the process of volunteer self-regulation of e-liquid manufacturing and to serve and represent our members at the local, state, and national level. Membership is renewed on the anniversary of the date your application was approved. Your option to renew each year is indefinite. We ask that membership applicants support the purpose, vision, mission, goals, core values of the association. Membership is entity based and is non-transferable and non-refundable.

AEMSA has developed a membership dues structure.

Application fee

\$500 due with application (nonrefundable)

Monthly Dues

Monthly Dues \$758

Per Scheduled Inspection - \$1500

Application Instructions

- Please answer all questions to the best of your ability
 - If a question is not applicable to your business please answer the question with non-applicable or N/A.
 - If you are not filling out the application electronically and additional space is required please mark the answer with “Continued” and continue answers on separate additional pages that clearly indicate the question and your additional material
 - Do not put any information that your company deems Intellectual Property or Trade Secrets. If you feel a question cannot be answered without revealing IP or Trade Secrets please contact AEMSA

Definitions

Term	Definition
Active Age Verification	Taking active measures to ensure that all customers are of legal age. Can be accomplished in many ways including Photo Identification and 3rd party verification systems. Note: Having pop up box asking the person to indicate they are over a specified age is not Active Age Verification
ASTM - American Society for Testing and Materials	An international standards organization that develops and publishes voluntary consensus technical standards for a wide range of materials, products, systems, and services
Chain of custody	The chronological documentation or, showing the custody, control, transfer, analysis, and disposition of physical component; tracking a product along the supply chain to the point of sale
Components	A part or element of a larger whole; a substance that forms part of a mixture; Any substance, material or the tangible substance that goes into the manufacturing of e-liquid
Contaminants	An impurity or foreign substance present in a material or environment that affects one or more properties of the material
Custard Notes	Flavor compounds that impart a buttery, creamy, or custard taste or sensation. Most commonly used are acetoin, acetyl propionate and diacetyl
Dedicated Manufacturing Space	A clean safe environment that is used exclusively for the manufacturing of e-liquid
Diacetyl	A natural byproduct of fermentation. It is a vicinal diketone (two C=O groups, side-by-side) with the molecular formula C ₄ H ₆ O ₂ . Diacetyl occurs naturally in alcoholic beverages and is added to some foods to impart a buttery flavor. It has been eliminated from many commercial flavorings due to risk of lung damage
Direct Operation	A facility or process where Full time employees for an organization directly supervise and oversee production and process
DIY	Do it Yourself
Electronic cigarette	Also known as an e-cigarette (e-cig), or personal vaporizer (“PV”), is an electrical inhaler that vaporizes a propylene glycol and/or glycerin-based liquid solution into an aerosol mist simulating the act of tobacco smoking

E-liquid	Liquid for producing vapor in electronic cigarettes, known as e-juice or e-liquid
E-liquid manufacturing	Fabrication: the act of making something (a product) from raw materials; to include all processes from supply acceptance to the point of customer delivery
Free-base	An amine or nitrogen-containing organic compound, such as nicotine, in its basic (high pH) form, in contrast to its acidic (low pH) form, which is often called the "salt" form. Unless an acid has been added to nicotine, or it is purchased as the salt, it is in the free-base form. Free-base describes the form of the compound, not its purity
Generally Recognized as Safe (GRaS)	Generally recognized as safe (GRAS) is an American Food and Drug Administration (FDA) designation that a chemical or substance added to food is considered safe by experts, and so is exempted from the usual Federal Food, Drug, and Cosmetic Act (FFDCA) food additive tolerance requirements
Indirect Operation	A facility or process where supervision and/or oversight of -production and/or process for an organization is conducted by a 3rd party or contractor (subcontractor)
Mg / ml	Milligrams per Milliliter – a scale (or ratio) for measuring an ingredient component, in liquid form, where accuracy is measured in mg per ml - or a percentage equivalent
Nicotine	Nicotine is an alkaloid found in the nightshade family of plants (Solanaceae) that acts as a nicotinic acetylcholine agonist. The biosynthesis takes place in the roots and accumulation occurs in the leaves of the Solanaceae. It constitutes approximately 0.6–3.0% of the dry weight of tobacco and is present in the range of 2–7 µg/kg of various edible plants
NIST -The National Institute of Standards and Technology	A non-regulatory agency of the United States Department of Commerce. The institute's official mission is to: Promote U.S. innovation and industrial competitiveness by advancing measurement science, standards, and technology in ways that enhance economic security and improve our quality of life
OSHA	The United States Occupational Safety and Health Administration (OSHA) is an agency of the United States Department of Labor. Congress established the agency under the Occupational Safety and Health Act, was signed into law on December 29, 1970. OSHA's mission is to "assure safe and healthful working conditions for working men and women by setting and enforcing standards and by providing training, outreach, education and assistance"[2]. The agency is also charged with enforcing a variety of whistleblower statutes and regulations
PPM	Parts Per Million
SINGLE-USE ARTICLES	Utensils, containers and tools designed and constructed to be used once and discarded
Tamper Evident	Tamper-evident describes a device or process that makes unauthorized access to the protected object easily detected. Seals, markings or other techniques may be tamper indicating
Titration	Also known as titrimetry, is a common laboratory method of quantitative chemical analysis that is used to determine the concentration of an identified Component; the determination of rank or concentration of a solution with respect to water with a pH of 7 (the pH of pure H ₂ O under standard conditions)

USP (US Pharmacopoeia)	The United States Pharmacopeia (USP) is the official pharmacopeia of the United States, published dually with the National Formulary as the USP-NF. The United States Pharmacopeial Convention (usually also called the USP) is the nonprofit organization that owns the trademark and copyright to the USP-NF and publishes it every year. Prescription and over-the-counter medicines and other health care products sold in the United States are required to follow the standards in the USP-NF. USP also sets standards for food ingredients and dietary supplements
WTA (whole tobacco alkaloids)	A full-spectrum mixture of all alkaloids extracted from whole tobacco. WTA can contain, in addition to nicotine, anabasine, cotinine, myosmine, anatabine, and/or nor nicotine, in varying compositions, largely dependent on the tobacco species

Application

Company Information

- Legal Company Name: _____
 - Doing Business as (DBA): _____
 - State(s) Licensed in: _____
 - Principal Office Address: _____
 - Business Structure (LLC, Partnership, etc): _____
 - Organizer(s)/Partners: _____
 - Federal Tax ID: _____
 - State Tax ID: _____
 - Who is the designated primary point of contact for communication with AEMSA
 - Name: _____
 - Phone Number: _____
 - Email: _____
 - Mailing Address: _____
 - Does your business conduct operations for items/services other than e-liquid manufacturing:
 - If yes please describe how e-liquid manufacturing is incorporated into your business structure:
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- How many Lab/Mixing areas does your company directly or indirectly operate (direct operations VS subcontracted): _____

- For each please provide
 - Physical address for each:

How long has each facility been in operation:

Application Completed By (print name):

Date Application Completed:
