



## 2017 Proposal Submission Instructions

All proposals to be considered at the 2017 ISSC Biennial Meeting must reference the 2015 NSSP Guide for the Control of Molluscan Shellfish. A copy of this document can be obtained from the FDA Website at NSSP Guide for the Control of Molluscan Shellfish 2015 Revision ([click here](#)).

Please submit your proposals on the Proposal Submission Form available on the website and limit proposals to one (1) per form.

1. Check appropriate category:
  - a. **Growing Area** (Task Force I) - Proposals dealing with the classification or patrol of shellfish growing waters, relaying, training and research, or similar items concerning growing areas
  - b. **Harvesting/Handling/Distribution** (Task Force II) - Proposals dealing with the sanitation of harvesting, depuration, processing, labeling, transporting, storage, fill or content, training and research, or similar items concerning processing and distribution.
  - c. **Administrative** (Task Force III) - Proposals dealing with Conference agreements, memorandums of understanding, complaints and challenges of reciprocity and program evaluations, or similar items, or items not specifically relating to Task Force I or II.
2. **Submitter:** Name of submitter.
3. **Affiliation:** Name of agency, company, or other affiliation.
4. **Address Line 1:** First line of mailing address.
5. **Address Line 2:** Second line of mailing address, if applicable.
6. **City, State, Zip:** Name of city, state, and zip code for mailing address.
7. **Phone:** Most appropriate telephone number beginning with area code.
8. **Fax:** Fax number beginning with area code.
9. **Email:** Complete email address.
10. **Proposal Subject:** Brief description of proposal subject.
11. **Specific NSSP Guide Reference:** Must include the specific NSSP Guide reference by Section, Chapter, Paragraph, etc. [for example, Section II. Model Ordinance Chapter X. General Requirements for Dealers Section .08 Shipping Documents and Records A. (3) (a)].
12. **Text of Proposal/Requested Action:** Must include specific language for suggested revisions. Once the specific language in the "Text of Proposal/Requested Action" field has been typed in, use your "Track Changes" feature for suggested revisions. The "Track Changes" features should be set to (~~Strikethrough Black~~) for text deletion and (Double Underline Black) for text addition.

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Attachments shall be submitted in electronic form to enable electronic distribution and posting on the ISSC Website.

13. **Public Health Significance:** Include appropriate documentation of both the problem and public health significance such as literature references or data. Inadequate information may result in a recommendation of "No Action" by the Proposal Review Committee or Task Force.
14. **Cost Information:** The submitter is requested to include cost information. This information should address implementation costs that may be incurred by the industry or State regulatory agencies as a result of Conference adoption of proposal. Information regarding costs (or savings) associated with suggested Model Ordinance changes will assist committees, Task Forces, and the General Assembly in making decisions on proposals submitted.
15. **Research Needs Information (Optional):** The purpose of this section is to allow the submitter to identify specific molluscan shellfish research needs associated with the program change proposal. Additional pages may be used as necessary.
  - (a) **Proposed Specific Research Need / Problem to be Addressed:** Explain the relationship between the proposed research need and the program change recommended in the proposal including literature citations as appropriate to support the research need.
  - (b) **Estimated Cost:** Include the estimated cost of the research.
  - (c) **Proposed Sources of Funding:** Include the proposed source(s) of funding to support the research.
  - (d) **Time Frame Anticipated:** Include the anticipated time frame to complete the research.

The Proposal Review Committee and Task Force Chairs will be advised to recommend "No Action" on previously submitted proposals that do not contain new information and proposals lacking adequate supporting information.

The Executive Board has established Friday, June 16, 2017, as the proposal submission deadline. Proposals received after this date will require Executive Board approval for consideration as late proposals. If you have questions regarding proposal submission, please contact the ISSC Executive Office.

Proposals must be submitted by emailing a completed proposal submission form to [proposals@issc.org](mailto:proposals@issc.org) or by mailing a CD or flash drive to ISSC, 209 Dawson Road Suite 1, Columbia, SC 29223-1740. Any handwritten, typed, or faxed proposals will be accepted only with prior approval. If you would like to verify receipt of your proposal submission, please call the ISSC Executive Office at 803-788-7559.