

## PROPOSAL SUBMISSION INSTRUCTIONS

All proposals to be considered at the 2011 ISSC Biennial Meeting must reference the 2009 NSSP Guide for the Control of Molluscan Shellfish. A copy of the Guide document (2009 Revision) will be available from the FDA Website at [2009 NSSP Guide for the Control of Molluscan Shellfish](http://www.fda.gov/oc/ohrt/2009NSSPGuidefortheControlofMolluscanShellfish.pdf) or from the ISSC Website at <http://www.issc.org/NSSP/Default.aspx>.

Please submit your proposals on the Proposal Submission Form available on the website and limit proposals to one (1) per form. Please use your “Track Changes” feature for text deletion (~~Strikeout Black~~) and for text addition (Double Underline Black). **You must include the specific NSSP Guide reference by Section, Chapter, Paragraph, etc. [for example, Model Ordinance Chapter X Section .01 Paragraph A. (1) (a) (i)] and specific language for suggested revisions.** Attachments should also be submitted in electronic form if possible, to enable posting on the ISSC Website.

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. At the 1993 Annual Meeting, the Conference adopted Proposal 93-302 which clarified the purpose of the PUBLIC HEALTH SIGNIFICANCE section of the Proposal Submission Form. Please note the 2011 form contains the following language: "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." In addition, the 2011 form contains a space for cost information "if available". Use the Research Needs Section to identify specific molluscan shellfish research needs associated with program change proposals.

The Executive Board has established Friday, June 3, 2011, 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 submission form to [issc@issc.org](mailto:issc@issc.org), or by mailing a CD or flash drive to **ISSC, 209-2 Dawson Road, Columbia, SC 29223-1740**. Any handwritten, typed, or faxed proposals will be accepted only with prior approval. Please call the Executive Office at 803-788-7559 to verify receipt of the proposal.