

## 2013 PROPOSAL SUBMISSION INSTRUCTIONS

All proposals to be considered at the 2013 ISSC Biennial Meeting must reference the 2011 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 2011 Revision \(click here\)](#).

Please submit your proposals on the Proposal Submission Form available on the website and limit proposals to one (1) per form. **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.** Once you have typed the specific language in the "Text of Proposal/Requested Action" field, please use your "Track Changes" feature for suggested revisions. Your "Track Changes" features should be set to (~~Strikethrough~~ Black) for text deletion and (Double Underline Black) for text addition. 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 2013 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 2013 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 28, 2013, 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.

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