



MEMORANDUM

To: ISSC Members and Interested Parties

From: Ken B. Moore, Executive Director *Ken B. Moore*

Date: May 1, 2017

Subject: Call for Proposals

The 2017 Biennial Meeting of the Interstate Shellfish Sanitation Conference (ISSC) will be held October 14 – 19, 2017, at the Sheraton Hotel & Convention Center in Myrtle Beach, South Carolina. Through the proposal submission process, interested parties have an opportunity to present and resolve challenges confronting shellfish sanitation.

I urge you to examine shellfish safety procedures and policies and identify National Shellfish Sanitation Program (NSSP) topics which should be addressed during the 2017 Biennial Meeting. You can submit your proposals on an ISSC Proposal Submission Form which can be downloaded from our website. Proposal submission is limited to one (1) per form. Proposals must be submitted by emailing a completed submission form to proposals@issc.org. Handwritten, typed, or faxed proposals will not be accepted without prior approval. Please follow the proposal submission instructions that are attached.

The ISSC Constitution, Bylaws, and Procedures require that proposals be provided to the appropriate Shellfish Control Authorities in each State and all members at least ninety (90) days prior to the Biennial Meeting. To achieve this, Friday, June 16, 2017, has been established as the 2017 proposal submission deadline.

Proposal submission instructions are also available on the ISSC website. Following the instruction sheet will facilitate the submission process and assist Conference participants in understanding your recommendations.

Click here [\(2017 ISSC Call for Proposals\)](#) to view, download, or print the following 2017 Biennial Meeting documents which are available on the ISSC website:

- Proposal Submission Instructions
- Proposal Submission Form
- Resolution Submission Form
- ISSC Constitution, Bylaws, and Procedures Article XIII.
- Conference Registration Form
- Biennial Meeting Tentative Agenda
- Individual Membership Application
- State Membership Application
- Committee Sign-Up Form

Thank you.

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.

2017 Proposal Submission Instructions

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 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.

Proposal No. _____
 Date Received: _____

 Proposal for Task Force Consideration at the ISSC 2017 Biennial Meeting <i>(Tab to go to next field)</i>		1. a. <input type="checkbox"/> Growing Area b. <input type="checkbox"/> Harvesting/Handling/Distribution c. <input type="checkbox"/> Administrative
2. Submitter	Click here to enter text.	
3. Affiliation	Click here to enter text.	
4. Address Line 1	Click here to enter text.	
5. Address Line 2	Click here to enter text.	
6. City, State, Zip	Click here to enter text.	
7. Phone	Click here to enter text.	
8. Fax	Click here to enter text.	
9. Email	Click here to enter text.	
10. Proposal Subject	Click here to enter text.	
11. Specific NSSP Guide Reference	Click here to enter text.	
12. Text of Proposal/ Requested Action	Click here to enter text.	
13. Public Health Significance	Click here to enter text.	
14. Cost Information	Click here to enter text.	
15. Research Needs Information (Optional)		
a. Proposed specific research need/ problem to be addressed	Click here to enter text.	
b. Explain the relationship between proposed research need and program change recommended in the proposal	Click here to enter text.	
c. Estimated cost	Click here to enter text.	
d. Proposed sources of funding	Click here to enter text.	
e. Time frame anticipated	Click here to enter text.	
<i>For Research Guidance Committee Use Only</i>	Relative priority rank in terms of resolving research need <input type="checkbox"/> Immediate <input type="checkbox"/> Required <input type="checkbox"/> Valuable <input type="checkbox"/> Important <input type="checkbox"/> Other	

Resolution No. _____
Date Received: _____

 Resolution for Consideration at the ISSC 2017 Biennial Meeting		1. a. <input type="checkbox"/> Executive Board b. <input type="checkbox"/> General Assembly
2. Submitter	Click here to enter text.	
3. Affiliation	Click here to enter text.	
4. Address Line 1	Click here to enter text.	
5. Address Line 2	Click here to enter text.	
6. City, State, Zip	Click here to enter text.	
7. Phone	Click here to enter text.	
8. Fax	Click here to enter text.	
9. Email	Click here to enter text.	
10. Resolution Subject	Click here to enter text.	
11. Text of Resolution	Click here to enter text.	

ISSC Constitution, Bylaws, and Procedures

ARTICLE XIII. PROCEDURE FOR THE SUBMISSION OF PROPOSALS

- Section 1.** The Executive Director shall provide each registrant of the preceding Conference meeting at least one hundred sixty-five (165) days prior to the next Conference meeting with forms on which proposal for problems are to be submitted to the Executive Director for assignment to the appropriate Task Force.
- Section 2.** All proposals must be submitted to the Executive Office no later than one hundred twenty (120) days prior to the Conference meeting.
- Section 3.** Proposals submitted by any Conference participants requiring Conference action are to be referred to the Executive Director for assignment to the appropriate Task Force. Proposals that lack required information will be deemed incomplete and returned to the submitter for completion. The Executive Director will consult with the Proposal Review Committee before declaring any problem or proposal invalid.
- Section 4.** The Executive Director shall review and assign all problems or proposals received for Task Force and Conference deliberation. Problem or proposal assignment shall be made according to subject matter and in accordance with Article XIII. Section 5., Section 6., and Section 7. of the Constitution of the Conference.
- Section 5.** Task Force I - Growing Areas: all proposals submitted to the Conference dealing with the classification or patrol of shellfish growing waters, relaying, training and research, or similar items concerning growing areas shall be assigned to Task Force I by the Executive Director.
- Section 6.** Task Force II – Harvesting, Handling, and Distribution: all proposals submitted to the Conference dealing with the sanitation of harvesting, depuration, processing, labeling, transporting, storage, fill or content, training and research, or similar items concerning processing and distribution shall be assigned to Task Force II by the Executive Director.
- Section 7.** Task Force III - Administration: all proposals submitted to the Conference 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 shall be assigned to Task Force III by the Executive Director.
- Section 8.** Proposals that are deemed technical in nature may be submitted to a committee for review. The committee will provide a recommendation to the appropriate Task Force(s).
- Section 9.** The Executive Director shall provide the appropriate shellfish control authorities in each state and all members, at least ninety (90) days prior to each Conference meeting, with the proposals to be discussed under the heading of Unfinished Business or New Business.
- Section 10.** Proposals submitted after the deadline, established in Article XIII Section 2. of the Constitution, will be reviewed and may be accepted by the Executive Board for Task Force Consideration. The Executive Board will use the following criteria in accepting late proposals.
- Subdivision a. Why is the proposal being submitted after the deadline?
 - Subdivision b. Was the information available prior to the deadline?
 - Subdivision c. What is the criticality of the proposal to the safety of molluscan shellfish or the future of the ISSC?
 - Subdivision d. Does the proposal involve an NSSP Guide for the Control of Molluscan Shellfish change or an ISSC administrative change?



2017 ISSC Biennial Meeting
October 14 – 19, 2017
Sheraton Hotel & Convention Center
Myrtle Beach, South Carolina

Conference Registration Form

First Name _____ MI _____ Last Name _____

Affiliation _____

Address _____

City _____ State _____ Zip _____ Country _____

Phone _____ Extension _____ Fax _____

E-mail _____

Registration Fees

Member*	\$ 545.00	Postmarked prior to September 15, 2017	\$ _____
Member*	\$ 645.00	Postmarked after September 15, 2017	\$ _____
Non-Member*	\$ 605.00	Postmarked prior to September 15, 2017	\$ _____
Non-Member*	\$ 705.00	Postmarked after September 15, 2017	\$ _____
Daily Registration	\$ 100.00	Per Day (Dates Attending _____)	\$ _____
Additional Reception Ticket	\$ 25.00	Per Person (Number _____)	\$ _____
Total			\$ _____

CANCELLATIONS with refund will be accepted in writing through close of business September 15, 2017.

* Includes Two (2) Year Membership - January 1, 2018 – December 31, 2019

Return this form with payment to:

**Interstate Shellfish Sanitation Conference
2017 Biennial Meeting Registration
209 Dawson Road, Suite 1
Columbia, SC 29223-1740**

☐ Check enclosed in the amount of \$ _____ *Please make check payable to ISSC.*

Please charge my ☐ MasterCard ☐ Visa ☐ American Express in the amount of \$ _____.

Card Number _____ Expiration Date ____/____ (month/year) CID _____

Name on Card _____

Billing Address _____

City/State/Zip _____

Electronic Signature _____



2017 ISSC Biennial Meeting
Sheraton Hotel & Convention Center
Myrtle Beach, South Carolina

TENTATIVE AGENDA

Saturday, October 14, 2017

12:00 PM - 3:00 PM	Business Office Opens
12:00 PM - 4:00 PM	Registration & Selected Committee Meetings
3:00 PM - 3:45 PM	Orientation for New Attendees (Open to Everyone)
4:00 PM - 5:30 PM	Opening General Assembly
6:30 PM - 8:00 PM	Chairman's Welcome Reception

Sunday, October 15, 2017

8:30 AM - 9:00 AM	Committee Chair Meeting
9:00 AM - 9:00 PM	Committee Meetings

Monday, October 16, 2017

8:00 AM - 8:30 AM	Executive Board Elections
8:30 AM - 11:00 AM	Committee Meetings
11:00 AM - 12:30 PM	Executive Board Meeting
1:00 PM - 6:00 PM	Task Force Meetings (Consideration of New Proposals)

Tuesday, October 17, 2017

8:30 AM - 6:00 PM	Task Force Meetings
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Wednesday, October 18, 2017

9:00 AM - 12:00 PM	Symposium
1:00 PM - 6:00 PM	Task Force Reports Available for Review
7:00 PM - 9:00 PM	Regional Caucuses

Thursday, October 19, 2017

9:00 AM - 12:00 PM	Closing General Assembly
12:30 PM - 1:30 PM	Executive Board Luncheon
1:30 PM - 4:00 PM	Executive Board Meeting



INDIVIDUAL MEMBERSHIP APPLICATION

JANUARY 1, 2017 - DECEMBER 31, 2017

NAME: _____

AFFILIATION: _____

ADDRESS: _____

PHONE: _____ FAX: _____

EMAIL: _____

INDIVIDUAL MEMBERSHIP FEE IS \$60.00.

RETURN APPLICATION WITH PAYMENT:

Email: issc@issc.org

Fax 803-788-7576

Mail: Interstate Shellfish Sanitation Conference
209 Dawson Road, Suite 1
Columbia, SC 29223

Check enclosed in the amount of \$ _____ (*Make check payable to ISSC*)

Please charge my: ☐ Visa ☐ MasterCard ☐ American Express

in the amount of \$ _____

Card Number _____ - _____ - _____

Expiration Date _____ (mm/yyyy)

CID _____

Name on Card _____

Billing Address Street _____

City/State/Zip _____

Electronic Signature _____

Phone 803-788-7559 - Fax 803-788-7576
Email issc@issc.org - Website www.issc.org



STATE MEMBERSHIP APPLICATION

JANUARY 1, 2017 - DECEMBER 31, 2017

NAME: _____

AFFILIATION: _____

ADDRESS: _____

PHONE: _____ FAX: _____

EMAIL: _____

CATEGORY OF MEMBERSHIP: (check one category below)

- | | |
|------------------------------------|-------------|
| <input type="checkbox"/> State | \$ 1,100.00 |
| <input type="checkbox"/> 1/2 State | \$ 550.00 |
| <input type="checkbox"/> 1/3 State | \$ 366.67 |

AMOUNT ENCLOSED: \$ _____

EXPLANATION OF MEMBERSHIP FEES:

The Annual State Membership Fee is \$1,100.00. A State that is represented by multiple agencies may divide the membership fee (*see Category of Membership above*). The State membership fee of \$1,100.00 will include one individual membership. Please provide the name and contact information of the individual member whose membership is being paid by the State membership.

RETURN APPLICATION WITH PAYMENT:

Email: issc@issc.org
Fax: 803-788-7576
Mail: Interstate Shellfish Sanitation Conference
209 Dawson Road, Suite 1
Columbia, SC 29223

Check enclosed in the amount of \$ _____ (Make check payable to ISSC)

Please charge my: ☐ Visa ☐ MasterCard ☐ American Express

in the amount of \$ _____

Card Number _____

Expiration Date _____ (mm/yyyy)

CID _____

Name on Card _____

Billing Address Street _____

City/State/Zip _____

Electronic Signature _____



2017 ISSC Committee Selection Form

If you have not previously indicated your committee interests, please complete and return this form. The ISSC Constitution, Bylaws, and Procedures require that all Committee members be appointed from the ISSC membership. It is important that your membership is current. Click on this link to access our membership directory ([ISSC Membership](#)).

Name: _____

Affiliation: _____

Address: _____

Phone: _____ **Fax:** _____

Email: _____

Indicate your selection by clicking in the box next to the committee name.

- | | |
|--|--|
| <input type="checkbox"/> Aquaculture | <input type="checkbox"/> Production Reporting |
| <input type="checkbox"/> Biotoxin | <input type="checkbox"/> Proposal Review |
| <input type="checkbox"/> Communications | <input type="checkbox"/> Research Guidance |
| <input type="checkbox"/> Education (includes Vibrio education) | <input type="checkbox"/> Resolutions |
| <input type="checkbox"/> Foreign Relations | <input type="checkbox"/> Reduced Oxygen Packaging |
| <input type="checkbox"/> Growing Area Classification | <input type="checkbox"/> Shellfish Restoration |
| <input type="checkbox"/> Import Assessment | <input type="checkbox"/> Shellstock Resubmerging |
| <input type="checkbox"/> Labeling | <input type="checkbox"/> Time Temperature |
| <input type="checkbox"/> Laboratory Methods Review & Quality Assurance | <input type="checkbox"/> Traceability |
| <input type="checkbox"/> Model Ordinance Effectiveness Review | <input type="checkbox"/> Use of Press |
| <input type="checkbox"/> NSSP Evaluation Criteria | <input type="checkbox"/> Vibrio Management |
| <input type="checkbox"/> Patrol | <input type="checkbox"/> <i>Vibrio vulnificus</i> Illness Review |
| <input type="checkbox"/> Plant Standardization Advisory | |

Interstate Shellfish Sanitation Conference
209-1 Dawson Road – Columbia, SC 29223-1740
Phone 803-788-7559 – Fax 803-788-7576
Email issc@issc.org – Website www.issc.org