

2027 Proposal Submission Instructions

All proposals to be considered at the 2027 ISSC Biennial Meeting must reference the 2023 NSSP Guide for the Control of Molluscan Shellfish. A copy of this document can be obtained from the FDA Website at [National Shellfish Sanitation Program \(NSSP\) Guide for the Control of Molluscan Shellfish - 2023 Revision](#).

Please submit your proposals on the Proposal Portal or Proposal Submission Form both 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. **Email:** Complete email address.
9. **Proposal Subject:** Brief description of proposal subject.
10. **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)].
11. **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-Blue) for text deletion and (Double Underline Red) for text addition.

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

12. **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.
13. **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.
14. **Changes Needed to Guidance (if proposed change is adopted):** The purpose of this section is to allow the submitter to identify areas of the NSSP Guide to Mollusca Shellfish Guidance Section that would be affected by the proposed change and to propose possible language changes to the Guidance Section to incorporate the proposed language change if adopted.

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 Monday, September 28, 2026, 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 entry into the Proposal Portal, emailing a completed proposal submission form to issc@issc.org or by mailing a flash drive to ISSC, 4801 Hermitage Road Suite 102, Richmond, VA 23227. Any handwritten, typed, or faxed proposals will be accepted only with prior approval. Forms not submitted through the Portal must be in word or an equivalent program. PDF files will only be accepted for supporting documentation. If you would like to verify receipt of your proposal submission, please call the ISSC Executive Office at 804-330-6380 or email cmantooth@issc.org.