

TERMS AND CONDITIONS for Issue Submission 2012

To be accepted by the Conference for Food Protection, an Issue must meet all of the following criteria:

1. Be within the jurisdiction of the of the Conference and concern retail food, food service, retail food stores, and/or vending.
2. Be submitted electronically using the online Issue Submission Form.
3. **Be submitted on or before Friday, January 6th at 9:00 p.m. EST at which time the Submission Form will be inactivated.** NOTE: See the [Late Issue Submission Policy](#).
4. **All sections of the Issue Submission Form must be complete** and be grammatically correct.
5. The name for all acronyms used in the Suggested Solution section must be spelled out at least once.
6. The Issue must be described completely including its impact on the retail food industry.
7. The food protection or public health significance must be clearly stated and be easily understood.
8. The suggested solution or rationale must be sufficiently detailed to cover all aspects of the submission. When the recommended solution is to change the wording of an existing document (such as the FDA Food Code or a Conference document), the portion of the document to be changed must be accurately identified and any requested changes clearly specified using strikeout to indicate the words to be deleted and underline to indicate the newly added text.
9. Endorsements of an Issue by an organization, agency, or individual are to be placed in the Issue Submission Form section titled "Issue you would like the Conference to Consider" or "Public Health Significance." Endorsements are NOT to be placed within the "Recommended Solution." Endorsement letters or copies of email communication may be submitted with an Issue as a supporting attachment.
10. Issue and attachments must meet specified size and format limitations. NOTE: See [Issue Attachment Limitations](#).
11. Issues may not be commercial in nature. Issues that endorse a brand name or commercial proprietary process will NOT be accepted. NOTE: See the [Commercialism Policy](#).
12. An Issue submitted by a Conference Committee must conform to additional criteria NOTE: See [Committee Submitted Issues - Review Process and Checklist](#).
13. Issues will be reviewed for spelling, grammar, content, and clarity; submitter will be provided two (2) opportunities to incorporate recommended changes. Failure to make changes as requested and within a specified time period will result in rejection of the Issue. Note: See [Issue Acceptance-Rejection Criteria](#) approved by the Executive Board.
14. Revisions to an Issue after the posted deadline will be limited to those requested by the Issue Reviewers.
15. Issues become the property of the Conference for Food Protection once accepted by the Issue Reviewers.

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