INSTRUCTIONS FOR DRAFTING NCIMS PROPOSALS

Updated September 25, 2026

The following instructions are provided to ensure the most efficient and satisfactory deliberation of proposals. Proposals that are not drafted according to the instructions below may not be accepted by the Program Committee.

Proposals may request actions, studies, pilot projects, or ideas that need thoughtful consideration for development as possible recommendations to the next NCIMS conference or as actions to be completed within a shorter time. The Conference has several standing committees to which proposals may be assigned for action or *ad hoc* committees may be established to work on a specific proposal.

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A. DRAFTING INSTRUCTIONS FOR CONFERENCE PROPOSALS

Please prepare your proposal using Microsoft Word and save your submission as a Word document with the file extension ".docx" only.

With each proposal, the text for the proposed solution should include enough or all the required text for the reader to understand the proposed changes to the identified Conference document without referring to the Conference document being changed. In most cases, citing only the page number or a single sentence from the text of the Conference document being changed is not enough text for the reader to be able to understand the issue. It is strongly recommended that the submitter incorporate the changes into all the Conference documents' text, where applicable, for consideration by the Conference delegates. It is vitally important for the text to include every section of all of the Conference documents the change will affect. Conference documents may be downloaded from the NCIMS Website at www.ncims.org.

1. Use the following guidelines for the body of the text for citing all revisions to PMO provisions and NCIMS Conference documents within the Proposed Solution Section of all submitted proposals:

    a. Type the documents in conventional uppercase and lowercase format. **Do not use colored font, underlining, or highlighting** as these will not appear in the

published versions.

b. Underline all proposed new text using the single-line form of underlining. **Do not use "words only" underlining.**

c. Strike through language to be deleted (i.e., use "Font", then select "Strikethrough" or select the ~~ab~~ icon).

d. Always insert proposed new text *after* stricken proposed deleted text.

EXAMPLES

Underline:

1. The owner shall install, calibrate, maintain, and operate a device to continuously measure the temperature of the flue gas stream at the inlet of each particulate matter control device.

Strikethrough:

2. ~~12 VAC 5-590-420 - Treatment technique requirements.~~

Strikethrough, then underline:

~~7.~~ 9. For any ~~request~~ application made ~~under subdivision A 2 of this section,~~ for a treatment technique variance, the applicant must also include a statement that ~~the owner will perform~~ monitoring and other reasonable requirements prescribed by the ~~division~~ commissioner as a condition to the variance; will be performed.

e. **Do not use "revision mode" or "track changes" mode to create a document for submission.** Such word processing modes provide opportunities for accepting and rejecting revisions that allow language to be inadvertently deleted or changed without showing the changes.

f. In **Microsoft Word**, use the "strikethrough" and "underline" features located under Format - Font.

2. **Do not use the automatic numbering feature when creating a list.** This occasionally inserts codes that are difficult to remove later and causes numbers or letters to disappear when applying paragraph styles.

   In **Microsoft Word**, the automatic numbering feature can be disabled at File – Options- Proofing Menu- AutoCorrect Options… - AutoFormat As You Type- clear Automatic numbered lists- OK.

3. Use underlining for indicating new proposed text. **Do not use underlining or change font for emphasis, for the names of books, or foreign phrases.** Use quotation marks for the names of books, journals, articles, and similar items.

4. **Do not strike a part or portion of a word or number.** First, strike through the entire word or number, then insert the new proposed word or number and underline to indicate that it is new proposed text.

EXAMPLES

To change a word from plural to singular or vice versa:

INCORRECT	CORRECT
parking deck~~s~~	parking ~~decks~~ deck

B. PROPOSALS THAT DO NOT AMEND CONFERENCE DOCUMENTS, BUT SEEK ASSIGNMENT TO AN NCIMS COMMITTEE:

For proposals that result in assignment to NCIMS committees, the Conference procedures require the Chair of the NCIMS Executive Board to assign those passed proposals to an NCIMS standing committee, special committee, or ad hoc committee as approved by the NCIMS Executive Board. The NCIMS Executive Board has requested that all proposals that will result in assignments to NCIMS committees be formatted to begin with the statement:

> "(Insert the name of the Submitter, Council, Committee, Organization, etc. making the request) requests the Chair to assign this proposal to an NCIMS standing committee, special committee, or *ad hoc* committee as approved by the NCIMS Executive Board."

The request should also include what the expected outcome is (i.e., proposal to be developed for the next conference; report to Executive Board; etc.) and timeline for completion, (i.e., next conference or a specific date, etc.).

C. NCIMS 2400 FORMS

All proposals for new laboratory test methods or changes to approved laboratory test methods (i.e., NCIMS 2400 Forms series) will be assigned to the NCIMS Laboratory Committee and Council II for deliberation.

Note: New test method(s) will require contacting the FDA and the Chair of the Laboratory Committee prior to the conference.

D. PROPOSAL FORM WITH INSTRUCTIONS

This form is for INSTRUCTION ONLY. Please download the electronic Word version of the "Proposal Form" found on the website (www.ncims.org) to use to submit your Proposal. If you have problems, contact us at quilter@ncims.org and we can e-mail you the Proposal Form.

40th NATIONAL CONFERENCE ON INTERSTATE MILK SHIPMENTS

Proposal #:	
Committee:	
New Procedure	
Procedure Change	
Const./Bylaws Chage	

	No Action	Passed as Submitted	Passed as Amended
COMMITEE(S) ACTION			
COUNCIL ACTION			
FINAL ACTION			

Information in shaded boxes above to be filled in by Program Committee and Councils

Submit ONLY ONE proposal per form and per file saved. Identify your proposal(s) by naming the file with the initial of your first name followed by your last name, without periods—e.g., John Smith = "JSmith.docx". If you submit multiple proposals, add a number after your name, e.g., JSmith1, JSmith2, etc. **Typed, handwritten, or printed hard copy Proposals will not be accepted.**

Note: As you type, the entry area will automatically expand. Use as much space as needed in each section. Please do not type in the shaded areas. Arrows (►) indicate where text should be entered, as appropriate. Please be as specific as possible when completing the Proposal to assist the Program Committee in assigning your Proposal to the proper Council.

A. Summary of Proposal

Provide a brief, one or two-sentence description of your proposal. PLEASE DO NOT USE TRACK CHANGES FUNCTION or AUTO EDITING SOFTWARE FEATURES.

►

B. Reason for the Submission and Public Health Significance and/or Rationale Supporting the Submission

Provide a detailed description of the background and purpose of your proposal. PLEASE DO NOT USE TRACK CHANGES FUNCTIONS or AUTO EDITING SOFTWARE FEATURES

►

C. Proposed Solution

Changes to be made on the following NCIMS Documents:

Page Number(s)	Document	Page Numbers(s)	Document
►	**2025 PMO** ***Section(s):*** ► ***Appendix:*** ►	►	**2025 EML**
►	**2025 MMSR**	►	**Forms** ***Form Number:*** ►
►	**2025 Procedures**	►	**2025 Constitution and Bylaws**

Write in page number(s) in all instances where changes are proposed. For the PMO, also write in Section number(s) and/or Appendix Letter(s), *e.g.*, Section(s) (1-18), Appendix (A-T). If changes are for a Form, also write the Form number.

Copy section(s) of the document to be changed below. Strike out text to be deleted and underline text to be added. DO NOT USE TRACK CHANGES FUNCTION or AUTO EDITING SOFTWARE FEATURES. **Please refer to *INSTRUCTIONS FOR THE DRAFTING OF PROPOSALS* to ensure proper formatting.**

Proposed Change:

►

Name: ►

Agency/Organization: ►

Address: ►

City/State/Zip: ►

Telephone No.: ► E-mail Address: ►

E. EXAMPLE OF PROPERLY PREPARED PROPOSAL

39th NATIONAL CONFERENCE ON INTERSTATE MILK SHIPMENTS

Proposal #:	
Committee:	
New Procedure	
Procedure Change	
Const./Bylaws Change	

	No Action	Passed as Submitted	Passed as Amended
COUNCIL ACTION			
FINAL ACTION			

A. Summary of Proposal

This proposal moves a statement related to finished product testing from Appendix N. to Section 6.

B. Reason for the Submission and Public Health Significance and/or Rationale Supporting the Submission

Appendix N of the PMO pertains exclusively to the testing of bulk milk pickup tankers and/or all raw milk supplies that have not been transported in bulk milk pickup tankers, regardless of final use, for drug residues.

C. Proposed Solution

Changes to be made on the following NCIMS Documents:

Page Number(s)	Document	Page Numbers(s)	Document
28, 363	**2023 PMO** ***Section(s):* 6** ***Appendix:*** N		**2023 EML**
	2023 MMSR		**Forms** ***Form Number:***
	2023 Procedures		**2023 Constitution and Bylaws**

Proposed Change:

PMO, Section 6., page 28:

Whenever a drug residue test is Presumptive Positive or ~~confirmed~~ Confirmed ~~positive~~ Positive, using NCIMS Accepted Drug Residue Test Methods, the positive results shall be reported to the Regulatory Agency in which the testing was conducted and an investigation shall be made to determine the cause, and the cause shall be corrected in accordance with the provisions of Appendix N. of this *Ordinance*.

PMO, Appendix N. Section I, page 363:

…suffice for the required Appendix N. testing for all raw milk supplies that have not been transported in bulk milk pickup tankers, which are required to be completed prior to processing the milk. In the case of sheep milk dairy farms, the raw milk sample may be frozen in accordance with a sample protocol approved by the Regulatory Agency in which the dairy farm is located as specified in Appendix B. of this *Ordinance* and transported to a certified laboratory for testing. The test results, or raw milk samples, shall clearly distinguish the lot number of the frozen raw sheep milk and accompany the frozen raw sheep milk to the plant.

~~All Presumptive Positive test results using NCIMS Accepted Drug Residue Test Methods for drug residues on finished milk and/or milk products shall be reported to the Regulatory Agency in which the testing was conducted.~~

Name: Roger Hooi (Chair) /Heather Torino (Vice Chair)

Agency/Organization: NCIMS Appendix N Modification Committee

Address: 8401 N Central Expressway Suite 400

City/State/Zip: Dallas, Texas 75225

Telephone No.: 214-435-5910 E-mail Address: Roger.hooi@dfamilk.com

F. PROPOSAL SUBMISSION CHECKLIST

Before submitting your proposal, read the "Instructions for Drafting NCIMS Proposals" above, then answer the following questions:

_____ Did you include the name and contact info for the person/group submitting the proposal? Proposals may be co-submitted by multiple groups and should include the names and contact info for all submitters.

_____ Did you include a summary and reason for submitting the proposal in Sections A and B, respectively?

_____ Did you indicate *all* the pages of Conference documents that will be impacted by the proposal? Some proposals may impact multiple Conference documents.

_____ If the proposal passes, will there also need to be a change to an NCIMS Form? If so, include the proposed changes to the appropriate Form.

_____ Did you show all the proposed changes in Section C? Proposals that are submitted without a complete solution in Section C will not be accepted by the NCIMS Program Committee.

_____ Did you follow the formatting directions in the instructions for drafting proposals?

- _____ Did you turn OFF Track Changes in Word?
- _____ Did you turn OFF automatic numbering/automatic outlining in Word?
- _____ Did you underline text proposed to be inserted?
- _____ Did you strikethrough text proposed to be deleted?
- _____ Did you change the font or font size of the text in Section C? Do **NOT** change the font/size of the text in the proposal; use the default font/size that is in the submission form. (Times New Roman, 12 pt)
- _____ Did you change the margins of the text in Section C? Do **NOT** change the margins of the text in the proposal; use the default margins that are in the submission form.
- _____ Did you **NOT** insert page breaks within the text of your proposal in Section C?
- _____ Did you remove any hidden characters within the text of your proposal? Click the 'show/hide characters' in Word ¶ and remove any unusual coding.

_____ If your proposal includes the formation of a study committee, did you include the required language to assign the proposal to a committee? See page 3 of these instructions for drafting proposals.

_____ Do you want an effective date for your proposal that is *different from* one year after publication of the IMS-a? If so, cite the desired effective date at the conclusion of the proposal (but no earlier than the meeting of the NCIMS Board to discuss FDA's concurrence with Conference actions).

_____ Does your proposal consist only of changes that are editorial (for example, typos, misspellings, etc.)? FDA has the authority to make editorial changes to Conference documents, with the approval of the NCIMS Executive Board, outside of the proposal process. Contact HFP-Dairy@fda.hhs.gov to discuss suggested editorial changes.

G. PROPOSAL DEADLINE AND SUBMISSION

Proposals that are not drafted according to the above instructions may not be accepted by the Program Committee. The deadline for Proposals submitted for the 2027 NCIMS Conference is January 15, 2027, at 6:00 pm EST. Proposals should be emailed to Wendy Landry, NCIMS Program Chair at Wendy.Landry@hphood.com