**Quick Tips for using the Policy & Program Impact Estimator
Running Implementation Scenarios**

**What Policy & Program Strategies Can I Run Scenarios For?**

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| **Sector** | **Policy/Program** | **Type of Diversion** |
| Single-Family Homes | Pay As You Throw | Source ReductionRecyclingComposting |
| Various (non-PAYT)1 | Recycling |
| Curbside Food Waste Collection | Composting |
| Multi-Family Homes | Multi-Family Recycling2 | Recycling |
| Commercial3  | Various (specific examples provided in the spreadsheet)4 | RecyclingComposting |
| Construction and Demolition | C&D requirements5 | Recycling/Reuse |

1 Enables user to estimate a percentage increase in recycling across material types or for individual materials (metal, glass, plastic, paper, wood) from implementing a policy or program

2 While the spreadsheet does not include a scenario for composting food waste from multi-family homes, it’s possible to conduct a separate scenario in which the Single-Family Home waste characterization table is used for Multi-Family Home data (see pg. 4 of the Quick Tips for GHG Calculator\_Entering Data).

3 Businesses, as well as institutions if policy/program implementation scenarios would equally apply to institutions (e.g., universities, schools, non-profit organizations)

4 Enables user to estimate a percentage increase in recycling or composting across material types or for individual materials (metal, glass, plastic, paper, wood, yard trimmings, food waste) from implementing a policy or program

5 Requirements could be in the form of an ordinance, e.g., setting a diversion rate target or a refundable deposit program. The user has the flexibility to set an average diversion rate target across material types or to set recycling/reuse targets for individual material types.

**How Do I Run Policy & Program Implementation Scenarios?**

* Once you have entered estimates for base year tonnage on the Basic Information and Waste Characterization tabs, proceed to subsequent tabs (labelled “Step 2” at the top left) - these are the policy & program tabs.
* Identify the tabs for which you would like to run policy & program implementation scenarios. There are 6 policy/program tabs total; you can use one or all six tabs.
* Each policy/program tab has yellow cells for entering assumptions for increased diversion. Guidelines are provided on each tab to help you select appropriate values based on available studies or examples from select communities.
	+ On the **PAYT, Recycling (Other), Food Waste Collection, and Commercial Diversion** tabs, enter an estimate for percentage increase in recycling and/or composting
	+ On the **Multi-Family Recycling** tab, enter an estimate for a target recycling rate percentage following program implementation
	+ On the **C&D Recycling** tab, you may enter an estimate for average diversion rate across materials OR enter target recycling/reuse rates for individual materials; if you enter an average diversion rate, you may adjust recycling/reuse percentages for individual materials. The adjusted average diversion rate across materials will be displayed in cell K62
* **Sensitivity Analysis** -- It’s easy to test the effect that different assumptions for program/policy implementation have on calculated results - simply change values entered on policy & program tabs and go back to the Results tab to see how this affects the estimated tonnage and GHG reductions

**\*Important Note**

In some cases you may be entering or selecting an estimate for an overall % increase in recycling across material types (metal, plastic, paper, etc). The calculator distributes this increase proportionately across material types based on each material’s percentage contribution to the waste stream.

* + If distributing the increase proportionately across material types would artificially raise the recycling rate for any individual material over 100%, the calculator automatically distributes the excess to other material types. If the % increase in recycling entered is high enough to exceed 100% recycling across all material types, this generates an error message noting the mathematical discrepancy. On some tabs, you may adjust percentages by material type for the projected increase in recycling or composting.
* Use the Program Implementation Summary tab to write notes about specific policies or programs included in your test run and assumptions behind the values you entered.

**Where Can I Find The Calculated Results?**

* Calculated results (in tons and GHG emissions reduced) can be found on the Results tab, with tonnages shown on the left side and GHG emissions on the right side
* Results are displayed for the following:
	1. 10-year Accumulative Benefits (top of tab)
	2. Annual Benefits (middle of tab)
	3. Final (10th) Year Benefits (bottom of tab)
* Results are presented in different formats, including bar charts and pie charts, and by sector (single-family homes, multi-family homes, commercial, C&D)
* You may print or copy & paste into another document the charts or graphs from the Results tab by using the Printable Charts tab

**Viewing a Detailed Breakdown of Results by Year**

* The Annual Calcs tab shows a year-by-year breakdown of the tonnages and percentages by sector and material subcategory for the calculations underlying the Results tab
* The tables on the left show “**Business As Usual**” results without implementation of any new or expanded policies or programs. Due to the assumptions you entered for waste per capita growth or decline, expect to see modest changes with each year in the Business As Usual tables to the baseline values entered
* The tables on the right show “**With Strategies Implemented**”, breaking down by material type the % increases assumed for policy and program implementation in your scenario. Scrolling further to the right shows the breakdown of GHG reduction calculations by material type