Bill Number (if applicable)/ Topic

Executive Summary

What is the particular problem that has been identified, or the current state of affairs that require a policy solution? *Are there any fundamental terms that need to be defined so that the reader will understand the material presented later on?* How many people does the problem affect, who are they, and how does it affect them? What is the proposed policy solution? If a bill/rule has been proposed, what are the main changes that it would make? *Do not worry about describing the potential effects of the proposed policy, but make sure to provide an accurate description of what the proposal contains.*

Science Highlights

- Who is affected by the underlying problem? What is the most relevant state/local data that defines/highlights the problem?

- Has the proposed policy/program been tried in other counties or states?

- What effects has this policy had elsewhere? Identify which measures are affected (for example, health or socioeconomic outcomes), in what direction (increased/decreased, improved/worsened, etc.), and by how much (provide a range rather than a point estimate; "less than 5%, between 5-10%", etc.

- Who is affected by the proposed policy? Are there different impacts for people depending on demographic characteristics such as socioeconomic status, gender, race, geographic location, etc.?

Limitations

- Look at the research you cite in the Science Note. Do the authors of the research list any drawbacks or difficulties that make their conclusions less certain?

- Do the effects of the policy listed in the Highlights section necessarily apply to Missouri, or were studies conducted elsewhere?

Research Background

Restate the topic and problem identified in this Science Note (e.g., Tobacco use and mortality) or provide a sentence that summarizes the problem (e.g., Tobacco use lowers life expectancy, especially for lifelong tobacco users.)

Introduce the topic of the Science Note by providing necessary definitions, statistics, and/or trends. Lay out the current state of affairs, how many people are affected, how they are affected,

who they are, where they are, etc. This is a good place to provide a general overview to a reader who may not be familiar with the topic area, so make sure to use non-technical language, or to provide definitions when you introduce technical terms. This is also a good place to insert a figure, if you have a helpful chart or map. If applicable, describe the current laws, rules, or programs that deal specifically with this topic area/problem.

> As an example, this section could look like: *"Tobacco use is the inhalation or absorption of products derived from tobacco plants. (List some common products.) These products contain nicotine, a substance that (explain its function). In (year), (number of people in MO/USA) reported using tobacco products.[Reference] (Summary of the known health effects of tobacco use, making sure to cite appropriate research resources to indicate where these findings can be found. Provide trends: has the problem become larger in recent years? Are there new developments that might account for this?). Federal law prohibits the sale of tobacco products to anyone under the age of 21. (Note any local rules or statutes related to the purchase or sale of tobacco products. What are the current penalties that are in place?)"*

Summarize the main known effects of the proposed policy on the problem (e.g., Raising the legal age for the purchase of tobacco products decreases tobacco use by teenagers). Ideally, this should relate to things listed in the Science Highlights section.

Describe the research that you have found about the effects of the proposed policy solution. What different types of effects (economic, health, environmental, social, etc.) have been observed? Who experiences these different types of effects? Are there estimates of the costs associated with the benefits or harms related to this problem or solution? Just as in the Science Highlights section, make sure to include when possible which measures are affected, in what direction, and by how much.

Make sure to list any uncertainties or drawbacks of the research cited above. Are there many studies showing similar outcomes, or does the research not always agree? How recent are these results? Might they no longer be applicable to recent societal changes?

Use subsections as needed to separate the different effects of this policy (e.g., Restrictions on tobacco products may increase consumption of alternatives such as e-cigarettes or alcohol.)

Apply the same standards as described in the previous subsection.

> **If helpful, use sub-subsections to separate multiple aspects of a policy or topic. For example, "Effects on e-cigarette purchases."** Then use text to briefly explain the sub-topic.

Use a final subsection to provide more detailed descriptions of the current/proposed policies in Missouri or the local area where the proposed policy would apply, and/or other state programs/policies.

If there are specific policy details that do not belong in the general overview in the first Research Background subsection, you can describe them here. Also describe similar policies that have been enacted in neighboring states or other areas of Missouri, if possible. Are there related policy proposals that are worth mentioning here? You may also want to mention Missouri/local programs that are already in operation.

> For example, *"(Insert state or locality) has enacted a similar policy, but (describe differences between this and proposed policy). The Missouri Department of Health & Senior Services offers educational programs for youths to alert them to the potential harms of tobacco use. Many school districts have also banned the use of e-cigarettes on school properties as a way to discourage students from seeking alternatives to tobacco that may still be harmful to their health."*

References

1. Author Last Name, Author First Initials (Year of publication) Title of published article. *Journal name*, Volume #(Issue #): start page # - final page #. Retrieved from *LINK*