

BAG FEE PREPARATION CHECKLIST FOR RETAILERS

Starting January 1, 2023, large retail stores in Colorado are required* to charge \$0.10 per paper or plastic bag provided to customers at checkout. Please review this checklist to ensure your store, employees, and customers are prepared for, and stay in compliance with, the new fee.

#1: DETERMINE IF YOUR BUSINESS IS EXEMPT

- Find out if your business is exempt from participating in the plastic and paper bag fee. Use the [Exemption Chart](#) on page 2 to determine if your business is exempt.
- Know which bags are included in the disposable bag fee. Plastic and paper bags provided at checkout are included in the 10-cent bag fee. See the [Exemption Chart](#) on page 2 to see which bags are exempt.
- If you are not exempt, visit <https://ecocycle.org/PPRA-businesses> to access the **free retailer toolkit with signage, training materials, and more resources.**

#2: SET UP A FEE COLLECTION SYSTEM

- Adjust your registers to track and charge for each disposable bag (plastic and paper) provided at checkout. Customer receipts must include the number of disposable bags provided and the total amount of fees charged for each bag type.

#3: ALERT YOUR CUSTOMERS

- Post signs reminding customers to bring their own bags in the parking lot, on store doors, at checkout, at self-checkout lanes, on carts' advertising space (if available), or in the cart corral.
- Provide bag fee information to customers online and through print communications, such as weekly coupon mailers, on your store website, or in your store app.
- Make daily in-store announcements.
- Verbally thank customers for bringing their own bags.

#4: EDUCATE YOUR EMPLOYEES

- Provide trainings on the requirements of the new bag fee to managers, cashiers, baggers, staff in charge of online order fulfillment, and customer service representatives. Download the [Bag Fee Training Sheet](#).
- Provide [cashier reminder cards](#) at registers (describing how to explain the bag fee to customers if asked) and [customer information cards](#) (to hand to customers if they request more information).
- Acknowledge employees who consistently make the effort to thank customers for bringing their own bags.

#5 MAKE REUSABLE BAGS ACCESSIBLE

- If planning to provide free reusable bags to customers, ensure bags are well-stocked at each register. Place reusable bags for purchase near checkout lanes, including self-checkout.

#6: REMIT 60% OF FEES COLLECTED TO YOUR MUNICIPALITY

- Remit the appropriate funds (60% of bag fees collected) to your municipality quarterly. Use this [Bag Fee Remittance Form](#), or the form provided by your municipality (or county).

*See [Colorado House Bill HB21-1162: Management Of Single-Use Products](https://leg.colorado.gov/bills/hb21-1162), for more details (<https://leg.colorado.gov/bills/hb21-1162>).