

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 BY APRIL 1, 2024.

Remit the appropriate funds (60% of bag fees collected) to your municipality quarterly, starting no later than April 1, 2024. 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>).

BAG FEE: EXEMPT VS NONEXEMPT

Find out which businesses and bags are included in the 10-cent bag fee, starting January 1, 2023.

The 10-cent bag fee is **APPLICABLE** to:

“LARGE” RETAILERS (defined as having more than three locations in Colorado, OR with one or more locations outside of Colorado), including:

- Grocery stores and supermarkets
- Convenience stores
- Liquor stores
- Pharmacies or drug stores

PLASTIC AND PAPER CHECKOUT BAGS*†



* Bags provided via curbside pickup are subject to the fee.

† Previously used plastic and paper bags brought into the store by the customer are not subject to the fee.

EXEMPTIONS to the 10-cent bag fee:

- **“SMALL” BUSINESSES** (defined as those with three or fewer locations operating solely in Colorado) are exempt.
- Farmers markets and roadside stand vendors that qualify for the small business exemption (three or fewer locations operating solely in Colorado).
- **RESTAURANTS:** All restaurants are exempt from charging bag fees, no matter how many locations are present in Colorado or outside the state.

Paper and plastic checkout bags used by **customers who participate in state or federal food assistance programs**

Bags used for other purposes besides checkout, including:

- Produce bags, and bags used for food that could contaminate other items, such as frozen food, meat, seafood, etc.
- Bags for unwrapped food and bakery goods
- Bags for loose, bulk items (hardware, nuts, fruits, vegetables, grains)
- Bags for dry cleaning or laundry
- Bags used for prescription medication
- Bags for the sale of small pets like fish, crustaceans, mollusks, and insects