

Kick the  
Bag Habit!

# BAG FEE PREPARATION CHECKLIST FOR RETAILERS

Starting January 1, 2023, retail stores in Colorado are required\* to charge a fee on paper or plastic bags provided to customers at checkout. The fee in the Town of Vail is \$0.25 per bag. Please review this checklist to ensure your store, employees, and customers are prepared for, and stay in compliance with, the new fee. Restaurants are exempt from the ordinance.

## #1: REVIEW WHICH BAGS ARE SUBJECT TO THE \$0.25 BAG FEE

- Know which bags are included in the disposable bag fee. Plastic and paper bags provided at checkout are included in the 25-cent bag fee. See the Exemption Chart on page 2 to see which bags are exempt.
- Visit [vailgov.com/kickthebaghabit](http://vailgov.com/kickthebaghabit) to access the **free retailer toolkit with signs, 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. The fee is not taxable.

## #3: ALERT YOUR CUSTOMERS

- Post signs reminding customers to bring their own bags** on store doors, at checkout, on carts' advertising space (if available), or in the cart corral.
- Provide bag fee information to customers** online and through print communications, 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 40% OF FEES COLLECTED Monthly starting February 20, 2023.

- Remit the appropriate funds (40% of bag fees collected) to Town of Vail monthly, **starting no later than February 20, 2023.** Remit the fees on the 20th day of the following month as a separate item on the sales tax return at [vail.munirevs.com](http://vail.munirevs.com). Populate the number of bags disbursed during the month and the fee will auto-calculate.
- Businesses retain 60% of the fee to cover the cost of administration and compliance. Town of Vail receives 40% of the fee to support recycling, waste diversion programs and related outreach and educational activities

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



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## BAG FEE: EXEMPT VS NON-EXEMPT

Find out which businesses and bags are included in the 25-cent bag fee, starting January 1, 2023

### The 25-cent is **APPLICABLE** to:

#### **RETAILERS including:**

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

#### **PLASTIC AND PAPER CARRYOUT BAGS\***



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

### **EXEMPTIONS** to the 25-cent bag fee:

#### **RESTAURANTS**

All restaurants are exempt from charging bag fees, no matter how many locations are present in Colorado or outside the state.

#### **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

Learn more at [vailgov.com/kickthebaghabit](https://vailgov.com/kickthebaghabit)

\*The State of Colorado's Plastic Pollution Reduction Act (House Bill 21-1162) was passed in 2021 to reduce and mitigate plastic pollution in Colorado.

