



PREPARATION CHECKLIST FOR RETAILERS

FEE ON DISPOSABLE BAGS *(Chapter 48, Article IX of the Denver Revised Municipal Code)*

Starting **July 1, 2021**, all retail stores in Denver, as defined by Denver Revised Municipal Code, are required to charge **\$0.10** per disposable bag (plastic, paper, or other material) provided to customers at checkout.

The Fee on Disposable Bags is meant to address the impacts and costs of disposable bags in the community and encourage the use of reusable bags.

Please review the preparation checklist to ensure your store, employees, and customers are prepared for, and stay in compliance with, the Fee on Disposable Bags.

- Visit [DenverGov.org/BagFees](https://denvergov.org/BagFees)** to review the Fee on Disposable Bags and the free retailer toolkit.
- Adjust your registers** to track and charge for each disposable bag (plastic, paper, or other material) provided at checkout. The Fee on Disposable Bags requires that customer receipts include the number of disposable bags provided and the total amount of fees charged for each bag type.
- Know which bags are exempt** from the disposable bag fee, including bags provided to participants of federal or state Food Assistance Programs.

Alert your customers:

- Post signs reminding customers to bring their own bags on store doors, at checkout, and in the cart corral or parking lot. Visit [DenverGov.org/BagFees](https://denvergov.org/BagFees) for printable signs.
- Provide bag fee information to customers online and through print communications, such as weekly coupon mailers.
- Make daily in-store announcements.
- Verbally thank customers for bringing their own bags.

Educate your employees:

- Train cashiers and baggers on the new bag fee.
 - Designate a Fee on Disposable Bags expert and employee trainer on your team to handle questions and train new cashiers and baggers as needed.
 - Provide managers and cashiers with the Fee on Disposable Bags reference sheet that can be found at [DenverGov.org/BagFees](https://denvergov.org/BagFees) and hang it in the employee-only areas of the store.
 - Acknowledge employees who consistently make the effort to thank customers for bringing their own bags.
- If planning to provide free reusable bags** to customers, ensure bags meet the reusable bag requirements stated in Denver's Revised Municipal Code which can be found at [DenverGov.org/Bag Fees](https://denvergov.org/BagFees). Place reusable bags near checkout.
- Report the number of disposable bags** provided to customers and remit the appropriate fees to the city quarterly.