



# bag free in the Boat

## PREPARATION CHECKLIST FOR RETAILERS

### FEE ON CARRYOUT BAGS

Beginning January 1, 2023, all businesses in Steamboat Springs are required to charge \$0.20 per carryout bag (plastic, paper, or other material) provided to customers at checkout.

The Fee on Carryout 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 Carryout Bags.**

- Visit [steamboatsprings.net/BYOB](https://steamboatsprings.net/BYOB) to review details on the bag fee, and find answers to frequently asked questions.
  - o Adjust your registers to track and charge for each carryout bag (plastic, paper, or other material) provided at checkout. The fee on carryout bags requires that customer receipts include the number of carryout bags provided and the total amount of fees charged for each bag type (paper or plastic).
  - o Know which bags are exempt from the carryout bag fee, including bags provided to participants of federal or state Food Assistance Programs.
- Alert your customers.
  - o Post signs reminding customers to bring their own bags on store doors and at checkout. Visit [Steamboatsprings.net/spurchase/bagfee](https://steamboatsprings.net/spurchase/bagfee) for printable signs. You can also pick up signs and stickers at City Hall, 137 10th Street.
  - o Verbally thank customers for bringing their own bags.
- Educate your employees.
  - o Train cashiers and baggers on the new bag fee.
  - o Designate a "Fee on carryout bags expert" and employee trainer on your team to handle questions and train new cashiers and baggers as needed.
  - o Provide managers and cashiers with the Fee on Carryout Bags reference sheet that can be found at [steamboatsprings.net/BYOB](https://steamboatsprings.net/BYOB) and hang it in the employee-only areas of the store.
  - o Acknowledge employees who consistently make the effort to thank customers for bringing their own bags.
- If your business chooses to sell reusable bags, ensure bags meet the reusable bag requirements state in the Steamboat Springs Municipal Code. Place reusable bags near the checkout.
- Report the number of carryout bags provided to customers and remit the appropriate fees to the city quarterly.